Excellence Through Training

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MTAT

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
S-6 and S-8 DIVISIONS

MANAGEMENT TRAINING
AND ASSISTANCE TEAM

APPROVED BY:

CODE N412C

MTAT PROJECT MGR

Date: _____

MEMORANDUM

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM (PDP),
RECOMMENDATIONS FOR**

1.   Type of recommendation:

    ( ) Revision   ( ) Change
    ( ) Addition   ( ) Deletion

2.   The following are the recommendations for improvement of the PDP pertaining
to paragraph _____:

    ( ) Attached   ( ) As follows:

_____
_____
_____
_____
_____
_____

_____
(Requester's Signature)

ENDORSEMENT

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM (PDP), TASKING FOR**

1.   The above recommendations are:

    ( ) Approved   ( ) Disapproved

2.   Request take appropriate action.

Date: _____   _____
Control #   _____   (Approval Signature)

MTATFORM-70

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SUPPLY DEPARTMENT

PROFESSIONAL DEVELOPMENT PROGRAM

(PDP)

IBS COORDINATOR PROCEDURES

PART IIIC: RELOCATION

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SECTION 1: STUDY OUTLINE

This section provides an outline of the basic data on relocation processing that the IBS Coordinator requires to perform effectively. A continuing update of your knowledge and skills are necessary to keep you abreast of changing times in the financial management arena of the U.S. Navy.

SECTION 2: STUDY GUIDE

This section contains information in greater detail on the data in the outline of Section 1. It provides the most basic data that relates to the relocation function.

SECTION 3: SKILLS CERTIFICATION

This section provides a questionnaire whose design gives you additional insight and encourages you to go beyond this training material to obtain the correct answers.

SECTION 4: HANDS-ON SKILL DEVELOPMENT

This section aims to develop your practical experience in the correct processing of relocations. Skill demonstrations that this section requires are the very minimum you need to effectively manage this function.

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

This section lists seminars and workshops that CNAL MTAT personnel conduct to complement your overall comprehension of the subject.

SECTION 6: FUNCTIONAL DESK GUIDE

This section contains the CNAL MTAT desk guide that provides specific information and standard procedures you require to correctly conduct relocations.

SECTION 7: LESSON PLANS

This section contains the CNAL MTAT lesson plans that relate directly to relocation processing.

COMNAVAIRLANT

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION

STUDY OUTLINE
SECTION 1

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIC: RELOCATION

STUDY GUIDE
SECTION 2

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

RELOCATION MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

STUDY GUIDE

SECTION 2

CONTROL RECORD

Trainee Name: _____

Start Date: _____

Target Completion Date: _____

Actual Completion Date: _____

Certified By:

Supervisor	Date	Div. LCPO/Div. Officer	Date
_____	_____	_____	_____

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION

SECTION 2: STUDY GUIDE

A. INTRODUCTION

1.   IBS Version 4.0. System programmers using computer language 'C' and the data-base management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes that fleet users requested and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This document includes all features and processing procedures for Version 4.0 of the IBS Program.

2.   Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

    a.   Improvement in supply effectiveness,
    b.   Improvement in repairables management,
    c.   Reduction in the number of redistributable assets onboard (RAB),
    d.   Reduction in the number of redistributable assets on order (RAO),
    e.   Reduction in the number of deficiencies to requisitioning objectives (DEF-TO-RO),
    f.   Support of the type commander's (TYCOM) Logistics Support Group (LSG) and
          Intra-fleet Supply Support Operations Team (ISSOT) Program.

3.   Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

SYSTEM ADMINISTRATION INTRODUCTION

    a.   On the ship - financial supervisors and personnel in the Stock Control Division,

    b.   At the type commander - AV-207 inventory and financial managers and the
           Comptroller,

    c.   At the Defense Finance and Accounting Service (DFAS) - inventory and financial
           managers.

4.   **System Administration.** The System Administration (Sys Admin) Option on the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

    a.   Conducting inventories;
    b.   Q-COSAL and system administration functions;
    c.   Receipt processing;
    d.   Producing bar-code labels;
    e.   Relocation, location audit, and consolidation functions.

5.   **Site Setup.** The System Administration Function has the Site Setup Option that allows you to select the following control data:

    a.   Site Name,
    b.   Site Service Code,
    c.   Site UIC,
    d.   Site Routing ID,
    e.   Forced Receipt Days,
    f.   Data Purge Days,
    g.   DTO POD Indicator,
    h.   Remote Site Indicator,
    i.   Supported UIC Indicator,
    j.   Process X72s.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because 'Windows' provides a system clock.

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6.   Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

    a.   Add,
    b.   Cancel,
    c.   Delete,
    d.   Done,
    e.   First,
    f.   Help,
    g.   Last,
    h.   Next,
    i.   OK,
    j.   Previous,
    k.   Print,
    l.   Update.

7.   Help Function. Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

    a.   Contents,
    b.   Calculator,
    c.   Calendar,
    d.   About.

8.   Coordinator Responsibilities. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems that relate to the IBS Program. Additional duties of IBS and site coordinators as they relate to the IBS Program are as follows:

    a.   Monitor IBS team performance,
    b.   Obtain data extracts,
    c.   Review and distribute IBS reports.

9.   Management and Analysis of IBS Reports. This process is the key to ensuring a successful relocation process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

B.   SCANNER MANAGEMENT

1.   General. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to the relocation processing module of the Integrated Barcode System (IBS). It replaces the PTC-701 Scanner, pre-punched inventory aids (DI X84 cards), and output listings. The scanner eliminates the vast number of hours that personnel previously expended in manually processing documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

2.   Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

      a.   Laser gun or pencil wand,
      b.   Computer chip,
      c.   Upload and download cable,
      d.   Battery pack,
      e.   Battery charger,
      f.   Internal battery,
      g.   Bar-code label printer,
      h.   Bar-code label printer supplies.

3.   Sources of Supply.

      a.   Charger and NiCad Batteries. COMNAVAIRLANT officials have completed negotiations on a maintenance contract with INTERMEC. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

      b.   Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

      c.   Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

4.   **Scanner Keyboard.** The keyboard on the INTERMEC 9440 Scanner Reader consists of two sections. The first section contains alphabetic keys, and the second section contains dual function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual function keys into different function modes.

5.   **Scanner Main Menu Options.** There are two screens for the scanner's main menu as follows:

    a.   The first screen includes the following options;

        (1)   Inventory Option,
        (2)   Location Audit Option,
        (3)   Receiving Option,
        (4)   Next Page Option;

    b.   The following options appear on the second screen:

        (1)   Relocation Option,
        (2)   Transfer Option,
        (3)   Sys Admin Option,
        (4)   Help Option.

6.   **Low Battery Charge.** When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

7.   **SUADPS-RT Interface.** You cannot transfer any location audit information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location you identified during a relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

8.   Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

9.   User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

10.   Scanner Number. This number appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

11.   Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

> a.   Ensure no records remain on the scanners,
> b.   Check date and time data.

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

C.   BAR-CODE MANAGEMENT

1.   General. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and add other records.

2.   Data Management Tool. As a data management tool, the IBS Program uses bar-code technology to facilitate the following:

> a.   Conducting inventory and location audit processes,
> b.   Processing receipts,
> c.   Executing quality assurance audits.

3.   Objectives. Inventory control and related procedures in this section have the following objectives:

   a.   Ensure the accuracy of information in the Basic Material File;

   b.   Provide an in-depth analysis of IBS inventory reports for more effective stock management;

   c.   Present methods for effective management of inventory requirements, adjustments, and related functions.

4.   Benefits. Through continual use, the IBS Program offers various benefits that include the following:

   a.   Minimizes the number of work-hours that personnel spend on processing functions using labor-intensive, non-mechanized procedures;

   b.   Eliminates inefficient manual-count methods;

   c.   Serves as a valuable tool for onboard inventory and stock location validity improvement programs;

   d.   Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

   e.   Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

   f.   Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

   g.   Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

      (1)   Spot Inventory Aids List,
      (2)   Suspense Listing,
      (3)   Material obligation validation (MOV) processing for stock and direct turn-over (DTO) material;

h.   Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

i.   Enhances causative research procedures;

j.   Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

5.   Functions.

a.   **Generate Bar-code Labels.** This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

b.   **Edit Bar-code Labels.** This function allows you to modify bar-code records in the Print File or to add or delete records. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

c.   **Select a Bar-code Printer Setup.** This function allows you to set up the type of printer you will use to produce bar-code labels. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

D.   PREPARATION PROCEDURES

1.   Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a.   **Scanner Control Point.** This is the place where personnel accomplish the following;

(1)   Pick-up and turn-in scanners,
(2)   Obtain fresh batteries.

b.   **Site Supervisor.** This is the individual that will accomplish the following;

(1)   Assist personnel that have problems with scanners,
(2)   Answer questions regarding processing procedures.

c.   **Types of Functions.** Discuss the following:

(1)   Location audit processing,
(2)   Inventories,

        (3)   Receipts in process,

        (4)   Material stowage,

        (5)   Consolidation,

        (6)   Relocation,

        (7)   Scanner transfers,

        (8)   Reviewing and clearing data.

    d.   **Working Areas.** Discuss the various areas you will use for storeroom, shipment, and document processing.

    e.   **Training.** Cover the following fundamental topics:

        (1)   Basic scanner functions;

        (2)   Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2.   **Establish System Configuration.** This function allows you to configure your system for the Integrated Barcode System (IBS) Program. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

3.   **Establish Control Data.** This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

4.   **Establish System Passwords.** This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

5.   **Transfer Screen Data to a Scanner.** The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

6.   Use the Data Bases Function. This function allows you to re-create data bases that have corrupt data as well as to repack the data within them. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7.   Print the IBS Log Report. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

8.   Scanner Maintenance.

    a.   Accomplish Routine Maintenance. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

    b.   Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

        (1)   External Battery Pack. The step-by-step procedures for periodically checking the charge on the battery pack and preventing a low-charge warning are in the desk guide (Section 6) of this package.

        (2)   Internal Lithium Batteries. The step-by-step procedures for periodically checking the charge on the internal battery and preventing a low-charge warning are in the desk guide (Section 6) of this package.

    c.   Reconfigure Scanner. The scanner contains an internal battery that has a life span of one year and supports all internal processes (programs). You will need to reconfigure the scanner after it becomes necessary to install a new chip. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9.   Check Scanners Before Using.

    a.   Ready Scanners With No Data on File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

    b.   Ready Scanners With Data Not Yet Transferred. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

c.   **Ready Scanners With Data Transferred But Not Erased.** If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. The step-by-step procedures for checking scanners are in the desk guide (Section 6) of this package.

d.   **Ready Scanners With Data Transfer Questionable.** The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

E.   RELOCATION PROCEDURES

1.   General. The Relocation (RELOC) Data Processing Module of the IBS Program assembles and validates national stock number (NSN) and location information for items you moved from one storage location to another. It then combines that information with the quantity and other data for each item and allows you to export it to SUADPS-RT. In addition, you can use this process and the reports it generates to identify items that still require stowing, quantity discrepancies, and material not found. The timing of this process is essential to ensuring the location validity of an inventory. A well-managed relocation program accomplishes the following:

a.   Improves inventory accuracy and supply efficiency,
b.   Ensures maximum utilization of available storage space,
c.   Reduces the efforts necessary to conduct an inventory.

2.   Types of Relocation Processes. There are two types of relocation processes available:

a.   **Mass Move.** Use this option only if there is a large amount of material that requires moving and relocating.

b.   **Item-by-Item.** Storage personnel use this option to move material from one location and then place it in another during routine storeroom operations.

The procedures on the PC are identical for both mass-move and item-by-item relocation processes.

3.   Sequence. The schedule of events for a relocation process is as follows:

    a.   Schedule a relocation process for a particular storage area,
    b.   Select the parameters to input to the PC,
    c.   Conduct the relocation process,
    d.   Transfer scanner data to the PC,
    e.   Process a NIIN match,
    f.   Transfer BMF data to the PC,
    g.   Update process,
    h.   Produce discrepancy reports and correct as necessary,
    i.   Transfer adjustment data to the Host.

4.   Report Generation. The IBS Program only allows you to produce cumulative reports for the relocation process. These reports contain all records that reside on relocation files. The following reports are available as a result of this process:

    a.   Matched Removed and Stow Records,
    b.   Removed Items Not Stowed,
    c.   Stowed Items Not Removed,
    d.   Quantity Discrepancies,
    e.   Completed Records,
    f.   Material Not Found Report.

5.   Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process. This includes the following actions:

    a.   Clearing any data already on the scanner and preparing it for the next operation,
    b.   Ensuring no two scanners have the same identification number,
    c.   Verifying that the identification number for the relocation is unique and identical to the one you entered to the PC.

The step-by-step procedures for both mass-move and item-by-item processes are in the desk guide (Section 6) of this package.

6.   Schedule the Process. This function allows you to schedule a relocation process on the PC. The step-by-step procedures for this process are in the desk guide (Section 6) of this package. (If you do not schedule a relocation process on the PC, the system will automatically schedule it upon transfer of relocation data from a scanner.)

7.   Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

    a.   Scanner damage,
    b.   Battery failure,
    c.   Key entry problems.

8.   Transfer Data From a Scanner to the PC. This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9.   Print the Download Report. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10.   Conduct a QA Check. This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

11.   Edit Scanner Data. This function allows you to correct erroneous data that personnel conducting the relocation noted but were unable to correct on the scanner. Only you or the leader of the relocation team should make these corrections. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12.   Generate Reports. This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13.   Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous.

14.   Edit Output Data. This function allows you to edit records that have file discrepancies. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15.   Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing once you rectify all discrepancies. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16.   Cancel the Process. This function allows you to permanently stop a relocation job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

17.   Remove the Process. This function allows you to remove a relocation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

18.   Check the Status of the Process. This function allows you to check a relocation process any time after scheduling it to verify its status. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
SKILLS CERTIFICATION
SECTION 3

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT

PROFESSIONAL DEVELOPMENT PROGRAM

(PDP)

IBS COORDINATOR PROCEDURES

PART IIIC: RELOCATION

SECTION 3: SKILLS CERTIFICATION

A.   INTRODUCTION

1.   General. This questionnaire has the objective of enhancing your skills through research and study about IBS relocation procedures and processing. The ever-changing policies and procedures in the Navy Supply System create a continuing challenge for you to upgrade your skills in a sustained effort. Answer all questions in this section either orally or in writing, in the presence of your immediate supervisor. The supervisor will certify your qualification based on the accuracy of your answers and your proven knowledge concerning subject matter. If you fail to qualify during this period, obtain additional training until you achieve full qualification.

B. QUESTIONS

Certified By:

	Supervisor	Date	Div. LCPO/ Div.Officer	Date
1. Who evaluates the performance of personnel using the IBS Program to ensure they use it efficiently and accurately in all aspects of functional processing?	_____	_____	_____	_____
2. Which individual is responsible for obtaining data extracts from SUADPS-RT (mini-BMF) for use in IBS program processing?	_____	_____	_____	_____
3. Who is responsible for distributing the reports that IBS generates?	_____	_____	_____	_____
4. Which option from the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes?	_____	_____	_____	_____
5. Version 4.0 of the IBS Program allows you to recreate data bases that have corrupt data as well as to repack the data within them. <u>True or False (circle one)</u>	_____	_____	_____	_____
6. Which Version 4.0 report lists all operators that have access to the system and the functions they accomplish?	_____	_____	_____	_____
7. What options does the On-line Help Function of the IBS program provide?	_____	_____	_____	_____
8. What options does the Help Option provide when a dialog box appears?	_____	_____	_____	_____

B.   QUESTIONS (CON'T)

Certified By:

	Supervisor	Date	Div. LCPO/ Div.Officer	Date
9. What type of bar-code reader does the IBS program use to gather data for inventory, location audit, receipt, consolidation, and relocation processing?	_____	_____	_____	_____
10. Who is responsible for scanner management?	_____	_____	_____	_____
11. What actions must the IBS Coordinator complete before turning scanners over to processing personnel?	_____	_____	_____	_____
12. The RT-IMS process produces the BMF data file (mini-BMF) that the IBS program uses for various functions. True or False (circle one)	_____	_____	_____	_____
13. You must change scanner file data before validating and updating, because the IBS program will not allow you to do so afterward. True or False (circle one)	_____	_____	_____	_____
14. The purge-date function of Version 4.0 of the IBS program after which it removes from file all data for a cancelled or completed process consists of how many days?	_____	_____	_____	_____
15. Which data fields can you modify when you edit relocation scanner data?	_____	_____	_____	_____

B.   QUESTIONS (CON'T)

| | **Certified By:** | | | |
	Supervisor	**Date**	**Div. LCPO/** **Div.Officer**	**Date**
16. The relocation function of Version 4.0 of the IBS program is a manual process. True or False (circle one)	_____	_____	_____	_____
17. Unless you set a particular value in the Data Purge Days Data Field, after how many days does the IBS program automatically purge history files if transactions processed?	_____	_____	_____	_____

C.   ANSWERS

1.   IBS or site coordinator.
2.   IBS or site coordinator.
3.   IBS or site coordinator.
4.   Sys Admin.
5.   True.
6.   IBS log.
7.   Contents, Calculator, Calendar, and About.
8.   Contents, Search, Back, and History.
9.   INTERMEC 9440 Scanner Reader.
10.   IBS or site coordinator.
11.

    a.   Ensure no records remain on scanners,
    b.   Check date and time data,
    c.   Configure scanners for processing.

12.   True.
13.   True.
14.   90 days.
15.   FSC, NIIN, location, and SMIC.
16.   Manual.
17.   90 days.

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COMNAVAIRLANT

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
HANDS-ON SKILL DEVELOPMENT
SECTION 4

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT

PROFESSIONAL DEVELOPMENT PROGRAM

(PDP)

IBS COORDINATOR PROCEDURES

PART IIIC: RELOCATION

SECTION 4: HANDS-ON SKILL DEVELOPMENT

1.   Introduction. You must complete this section (mandatory for all candidates) to receive certification as fully qualified to perform the specific occupational functions that an IBS or site coordinator requires in relocation processing. Complete all actions in this section in writing, orally, or by actual demonstration. The monitoring official must ensure that you are indeed functionally qualified.

2.   References.

a.   COMNAVAIRLANT/COMNAVAIRPACINST 4440.1 (Series), Chapters 4 and 10;
b.   SUADPS-RT Support Procedures, Volume III, Chapter 4;
c.   NAVSUP P-567, Chapter 3, Appendices 5 and 7.

3.   Occupational Skill Requirements.

<table>
<tr><td></td><td colspan="4">**Certified By:**</td></tr>
<tr><td></td><td>**Supervisor**</td><td>**Date**</td><td>**Div. LCPO/
Div.Officer**</td><td>**Date**</td></tr>
<tr><td>a. Explain and demonstrate
the step-by-step procedures
that the following processes
require:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>(1)   Establish and change system
configuration,</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr>
</table>

		Certified By:	
		Div. LCPO/	
Supervisor	**Date**	**Div.Officer**	**Date**

    (2)   Establish and change control data,   _____ _____ _____ _____

    (3)   Establish and change system passwords,   _____ _____ _____ _____

b. Explain the basic day-by-day maintenance procedures that shipboard scanners require to remain in good working order.   _____ _____ _____ _____

c. Demonstrate the procedures necessary to ensure scanners are ready for processing if they have *no data on file*.   _____ _____ _____ _____

d. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data not yet transferred*.   _____ _____ _____ _____

e. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data transferred but not erased*.   _____ _____ _____ _____

f. Demonstrate the procedures necessary to ensure scanners are ready for processing if the *data transfer is questionable*.   _____ _____ _____ _____

g. Describe the manner in which you need to conduct a pre-briefing on the following topics before beginning any work or conducting training:

    (1)   Scanner control point,   _____ _____ _____ _____

		Supervisor	Date	Certified By: Div. LCPO/ Div.Officer	Date
(2)	IBS and site coordinators,	_____	_____	_____	_____
(3)	Types of functions and processes,	_____	_____	_____	_____
(4)	Working area and environment,	_____	_____	_____	_____
(5)	Training.	_____	_____	_____	_____

h. Describe the four basic situations you may encounter when checking scanners before providing them to audit personnel. _____ _____ _____ _____

i. Explain the difference between the following types of relocation processing:

(1)	Mass move,	_____	_____	_____	_____
(2)	Item-by-item.	_____	_____	_____	_____

j. Discuss the general procedures for processing a relocation. Then, explain the specific procedures necessary to accomplish the following actions:

(1)	Program scanners for relocation processing,	_____	_____	_____	_____
(2)	Schedule a relocation,	_____	_____	_____	_____
(3)	Conduct the relocation process,	_____	_____	_____	_____
(4)	Transfer relocation data from a scanner to the PC,	_____	_____	_____	_____

Certified By:

	Supervisor	Date	Div. LCPO/ Div.Officer	Date
(5) Generate the relocation download report,	_____	_____	_____	_____
(6) Conduct a QA check of the relocation process,	_____	_____	_____	_____
(7) Edit relocation scanner data,	_____	_____	_____	_____
(8) Generate the reports that result from the relocation process,	_____	_____	_____	_____
(9) Research and correct relocation reports,	_____	_____	_____	_____
(10) Edit relocation output data,	_____	_____	_____	_____
(11) Generate and edit bar-code labels,	_____	_____	_____	_____
(12) Transfer relocation adjustment data to the Host,	_____	_____	_____	_____
(13) Cancel the excess-locations consolidation process,	_____	_____	_____	_____
(14) Remove the excess-locations consolidation process,	_____	_____	_____	_____
(15) Check the status of the relocation process.	_____	_____	_____	_____

COMNAVAIRLANT

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
TYCOM SEMINARS AND WORKSHOPS
SECTION 5

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

1.   Introduction. A key element in your progress for qualifying in relocation processing is your attendance at seminars and workshops that the type commander sponsors. CNAL Management Training and Assistance Team (MTAT) personnel usually provide this type of formal training in Building V-88 at the Norfolk Naval Air Station. They provide a Seminar and Workshop Schedule to all activities annually through regular distribution channels and in the SUADPS Update Newsletter.

2.   Minimum Requirements. The following is a list of seminars and workshops that we recommend you take towards qualification in this area:

		Certified By:			
		Supervisor	**Date**	**Div. LCPO/ Div.Officer**	**Date**
a.	Basic SUADPS-RT Seminar,	_____	_____	_____	_____
b.	Mid-level Management Seminar,	_____	_____	_____	_____
c.	Financial Management Workshop,	_____	_____	_____	_____
d.	C&H and A&G Summary Processing Workshop.	_____	_____	_____	_____

These seminars and workshops appear in the sequence that is most advantageous to your professional development.

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COMNAVAIRLANT

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
FUNCTIONAL DESK GUIDE
SECTION 6

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION

SECTION 6: FUNCTIONAL DESK GUIDE

1.   Introduction. Attached to this cover sheet is the desk guide that provides comprehensive information and detailed procedures that will help you operate in your new position. This desk guide is the following: Relocation Management Procedures for the IBS Coordinator (FG - B1.10). After you successfully complete your studies and earn full qualification, you will have a mature understanding of financial management responsibilities in supporting the war-fighting capability of the ship. To help you continue in a successful mode should you enter new areas or encounter problems with which you are unfamiliar, this desk guide will be very handy.

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COMNAVAIRLANT

EXCELLENCE THRU TRAINING

CNAL MTAT

RELOCATION MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.10

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

**RELOCATION MANAGEMENT PROCEDURES
FOR THE IBS COORDINATOR
FUNCTIONAL DESK GUIDE
FG-B1.10**

Table of Contents

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RELOCATION

RELOCATION MANAGEMENT PROCEDURES
FOR THE IBS COORDINATOR

A.   INTRODUCTION

1.   General.

   a.   **IBS Version 4.0.** System programmers using computer language 'C' and the data-base management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes requested by fleet users and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This desk guide includes all features and processing procedures for Version 4.0 of the IBS Program.

   b.   **Advantages.** The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

   (1)   Improvement in supply effectiveness,
   (2)   Improvement in repairables management,
   (3)   Reduction in the number of redistributable assets onboard (RAB),
   (4)   Reduction in the number of redistributable assets on order (RAO),
   (5)   Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),
   (6)   Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

   c.   **Overall Effects.** The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

   (1)   On the ship - financial supervisors and personnel in the Stock Control Division,

   (2)   At the type commander - AV-207 inventory and financial managers and the Comptroller,

   (3)   At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2.   System Administration.
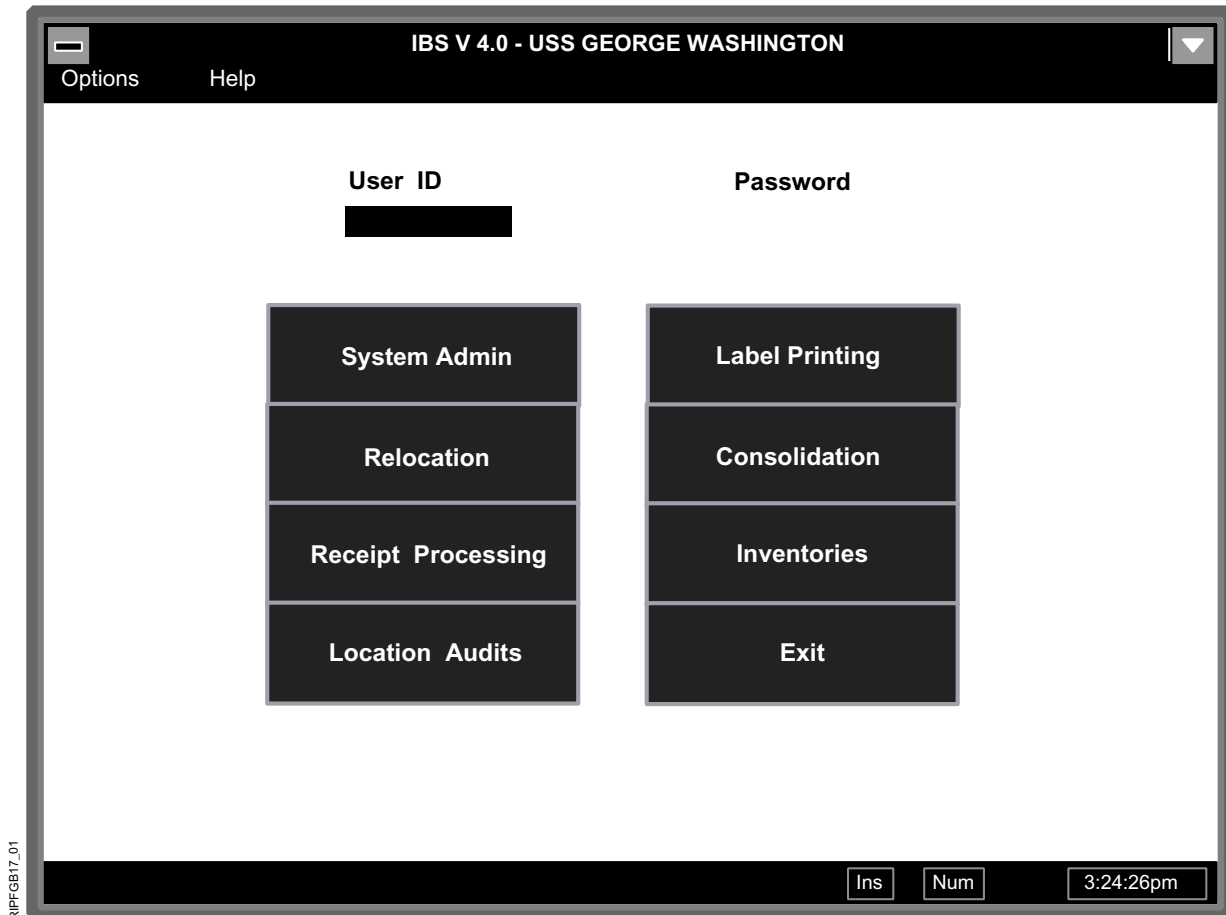
Figure 1

The System Administration (Sys Admin) Option on the IBS Main Menu Screen (Figure 1) allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

    a.   Conducting inventories;
    b.   Q-COSAL and system administration functions;
    c.   Receipt processing;
    d.   Producing bar-code labels;
    e.   Relocation, location audit, and consolidation functions.

RELOCATION

3.   Site Setup. The System Administration Function has the Site Setup Option that allows you
to select the following control data:

a.   Site Name. This data field consists of the name of your ship or unit and, if applicable,
the ship's class and hull number. It may consist of a maximum of 25 alphabetic and
numeric characters. The system then will use this information for validation purposes
when processing receipts and when executing other types of IBS functions.

b.   Site Service Code. This data field is a one-digit figure that identifies the fleet that has
cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units,
and N for shore activities. The system then will use this information for validation
purposes when processing receipts and when executing other types of IBS functions.

c.   Site UIC. This data field is a five-digit numeric code that identifies the unit
identification code (UIC) that functions as the accounting number for your ship or
unit. The system then will use this information for validation purposes when
processing receipts and when executing other types of IBS functions.

d.   Site Routing ID. This data field is a unique three-digit, alphabetic-numeric code that
represents the address of an activity.

e.   Forced Receipt Days. This data field is a numeric figure assigned by ship or unit
personnel based on guidelines established by the type commander. It determines how
many days may pass before the IBS Program arbitrarily completes the following;

(1)   Stow transactions that do not have corresponding RIP transactions on file,
(2)   RIP or stow transactions that have only a partial match.

f.   Data Purge Days. This data field contains a value (in number of days) after which the
system will remove data from completed or cancelled processes. If you do not enter a
value, the system defaults to a value of 90 days.

g.   DTO POD Indicator. This data field allows you to select several cognizance symbols
or serial-number series (or both) for direct turn-over material that requires proof-of-
delivery (POD) processing. This is because, some DTO requisitions require close
monitoring (for example: casualty-report CASREP and not-mission-capable-supply
NMCS transactions). When you set this indicator, the program treats a DTO
requisition as a stock record that requires a match between DI X72 and X71 transactions.

(1)   To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance symbol (COG) or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(2)   To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h.   **Remote Site Indicator.** This data field allows you to select a PC for use as a remote- or normal-site processor. Configure the PC connected directly to the Host for "normal-site" processing. (Onboard aircraft carriers, configure the systems in both S-6 and S-8 divisions for normal-site processing and all others for remote-site processing. This allows personnel in both aviation and material divisions to have direct access to SUADPS-RT.) To set this indicator, select the Remote Site Option followed by the Update Option.

i.   **Supported UIC Indicator.** This data field contains five-digit numeric codes that identify the units supported by your activity. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1)   To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the data base.

(2)   To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the data base.

j.   **Process X72s.** When you select this option, the IBS Program sends receipt-in-process transactions (DI X72) to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the data base. This process is part of configuring any activity's system for the IBS Program.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because 'Windows' provides for the use of a system clock.

4.   Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

  a.   **Add.** This option allows you to add a record to the file.

  b.   **Cancel.** This option allows you to abort a process.

  c.   **Delete.** This option allows you to remove a record from file.

  d.   **Done.** This option allows you to exit from a process.

  e.   **First.** This option allows you to access the first record on file.

  f.   **Help.** This option allows you to access the On-line Help Screen.

  g.   **Last.** This option allows you to access the last record on file.

  h.   **Next.** This option allows you to access the record that is on file immediately after the one on the screen.

  i.   **OK.** This option allows you to input data or to continue a process.

  j.   **Previous.** This option allows you to access the record that is on file just before the one on the screen.

  k.   **Print.** This option allows you to print a report.

  l.   **Update.** This option allows you to input a change or modification to a record already on file.

5.   Help Function. Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

  a.   **Contents.** This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish. (An alternative to selecting the Help Option is to press function key F1 to accomplish the same process.)

     b.   **Calculator.** This option provides the same functions as a standard calculator.

     c.   **Calendar.** This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assistance to others in identifying runs you require.

     d.   **About.** This option provides information about the development of Version 4.0 of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate desired information. Brief descriptions of the options available are as follows:

         (1)   **Contents.** This option shows a list of help topics available for the active module. (It functions in the same manner as the Contents Option in the previous subparagraph.)

         (2)   **Search.** When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

         (3)   **Back.** This option allows you to return to the previous topic.

         (4)   **History.** This option shows a chronological list of all help topics you viewed during the current Windows session.

6.   **Scanner Management.** The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to the relocation processing module of the Integrated Barcode System (IBS). It replaces the PTC-701 Scanner, pre-punched inventory aids (DI X84 cards), and output listings. It also prevents the loss of the information contained in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect required information without personnel having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7.   **Scanner System.** The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a.   **Laser Gun or Pencil Wand.** Attach a laser-gun reader or a pencil-wand assembly to the scanner (both devices interpret bar-code labels on material, locations, and receipt documents). Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the bar-code laser gun and the bar-code pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b.   **Computer Chip.** This chip allows an INTERMEC scanner reader to gather inventory, location audit, receipt, and relocation data from bar-code labels. In the event that there is no label, you can manually enter data using the keypad on the scanner.

c.   **Upload and Download Cable.** This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (serial port) on the back of the PC.

d.   **Battery Pack.** The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. The NiCad battery pack, when fully charged, supplies 750 hours of power to the reader.

e.   **Battery Charger.** Keeping a full charge on these rechargeable batteries seems to be an endless battle. For personnel with this responsibility, the HM Electronics System 90 Multi-station Battery Charger is very useful. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots (similar to the current INTERMEC 40Z charging stations).

(1)   **Charger Plus Option.** This option allows you to charge five batteries at once, while analyzing and conditioning a sixth battery. Note that the analyzer and conditioner station also has the capability of charging or discharging batteries only if that is all you need. The conditioning option of the charger will restore the capacity of the NiCad battery packs by charging and discharging them three times quickly. The charging system will detect within 15 minutes a battery pack that fails to charge for any of various reasons (cell reversals or short circuits). Oftentimes, just using the standard discharge option will correct a fault.

(2)   Source of Supply. COMNAVAIRLANT officials have completed negotiations on a maintenance contract with INTERMEC. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

> **NOTE:** A six-station charger will require six adapters. Also, when ordering batteries, you need to specify type 944X for the INTERMEC 9440 battery packs. Allow two to four weeks for delivery.

f.   Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g.   Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1)   IMTEC Bar-code Printer,
(2)   ELTRON Bar-code Printer,
(3)   KYOCERA Laser Printer,
(4)   INTERMEC 4100 Bar-code Printer,
(5)   Codewriter 5106 Bar-code Printer,
(6)   Codewriter 4102 Bar-code Printer (from the scanner only).

> **NOTE:** Contact CNAL N412C6 if your printer does not appear on this list.

h.   Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

8.   Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader (Figure 2) consists of two sections. The first section contains alphabetic keys, and the second section contains dual function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual function keys into different function modes.

RELOCATION

FUNCTION KEYS-
F1 through F8 initiate or carry out specific operations depending upon the area of IBS being utilized.

Examples:

F1 - Displays Help Screen.

F2 - Starts Search Mode.

F4 - Skips or adds records.

F5 - Not applicable in IBS Version 4.0

F8 - Deletes records.

OTHER KEYS -

ALT - Shifts function of keyboard to upper case and lower case.

N - Responds "NO" to questions asked by system.

Figure 2
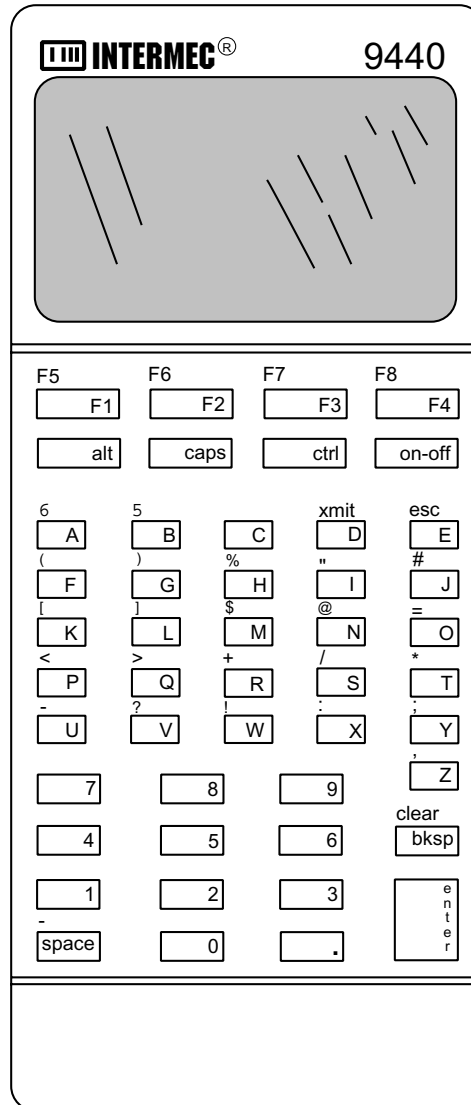
ON/OFF - Shuts the INTERMEC 9440 off; when pressed again, it will return the 9440 to the last screen displayed when shut off.

A through Z - Keys in standard alphabetic characters.
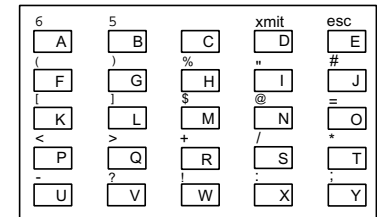
Y - Responds "YES" to questions asked by the system.

BKSP - Deletes characters or clears fields.

ENTER - Causes 9440 to accept data during entry.

0 through 9 - Keys in standard numeric characters.
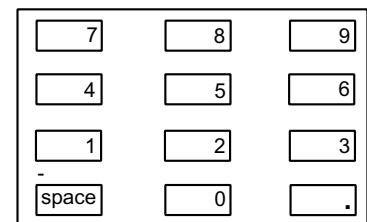
9.   Scanner Main Menu Options. There are two screens for the scanner's main menu as follows:

    a.   The first screen includes the following options;

        (1)   Press numeric key 1 to select the Inventory Option,

        (2)   Press numeric key 2 to select the Location Audit Option,

        (3)   Press numeric key 3 to select the Receiving Option,

        (4)   Press numeric key 4 to select the Next Page Option;

```
┌─────────────────────────────────┐
│ ▥ INTERMEC®          9440        │
│  ┌───────────────────────────┐  │
│  │ 1.   Inventory            │  │
│  │                           │  │
│  │ 2.   Loc Audit    Enter   │  │
│  │                           │  │
│  │ 3.   Receiving    Choice: │  │
│  │                           │  │
│  │ 4.   Next Page    [ _ ]   │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```
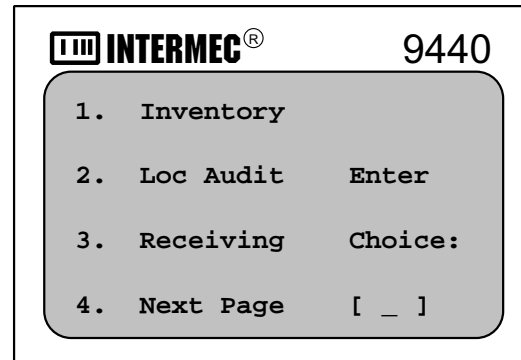
Figure 3

    b.   The following options appear on the second screen of the main menu;

        (1)   Press numeric key 5 to select the Relocation Option,

        (2)   Press numeric key 6 to select the Transfer Option,

        (3)   Press numeric key 7 to select the Sys Admin Option,

        (4)   Press function key F1 to select the Help Option.

```
┌─────────────────────────────────┐
│ ▥ INTERMEC®          9440        │
│  ┌───────────────────────────┐  │
│  │ 5.   Relocation           │  │
│  │                           │  │
│  │ 6.   Transfer     Enter   │  │
│  │                           │  │
│  │ 7.   Sys Admin    Choice: │  │
│  │                           │  │
│  │ F1   Help         [ _ ]   │  │
│  └───────────────────────────┘  │
└─────────────────────────────────┘
```
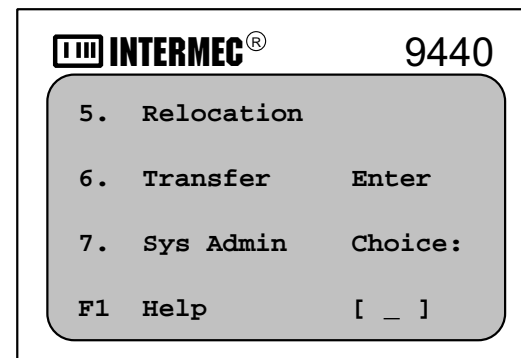
Figure 4

10.   Low Battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

RELOCATION

11.   SUADPS-RT Interface. You cannot transfer relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location you identified during a relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12.   Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13.   User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14.   Scanner Number. This number (from 1 to 40) appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15.   Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

        a.   Ensure no records remain on the scanners,
        b.   Check date and time data.

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16.   Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and add other records.

17.   Data Management.

    a.   General. As a data management tool, the IBS Program uses bar-code technology to facilitate the following:

        (1)   Conducting inventory and location audit processes,
        (2)   Processing receipts,
        (3)   Executing quality assurance audits.

    b.   Objectives. Inventory control and related procedures detailed in this section have the following objectives:

        (1)   Ensure the accuracy of information in the Basic Material File;

        (2)   Provide an in-depth analysis of IBS inventory reports for more effective stock management;

        (3)   Present methods for effective management of inventory requirements, adjustments, and related functions.

    c.   Benefits. Through continual use, the IBS Program offers various benefits that include the following:

        (1)   Minimizes the number of work-hours spent on processing functions using labor-intensive, non-mechanized procedures;

        (2)   Eliminates inefficient manual-count methods;

        (3)   Serves as a valuable tool for onboard inventory and stock location validity improvement programs;

        (4)   Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

        (5)   Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6)   Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7)   Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

    (a) Spot Inventory Aids List,
    (b) Suspense Listing,
    (c) Material obligation validation (MOV) processing for stock and direct over (DTO) material;

(8)   Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

(9)   Enhances causative research procedures;

(10)   Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18.   Relocation Process.

a.   General. The Relocation (RELOC) Data Processing Module of the IBS Program assembles and validates national stock number (NSN) and location information for items moved from one storage location to another. It then combines that information with the quantity and other data for each item moved and allows you to export it to SUADPS-RT. In addition, you can use this process and the reports generated to identify items not stowed, quantity discrepancies, and material not found. The timing of this process is essential to ensuring the location validity of an inventory. A well-managed relocation program accomplishes the following:

(1)   Improves inventory accuracy and supply efficiency,
(2)   Ensures maximum utilization of available storage space,
(3)   Reduces the efforts required to conduct an inventory.

b.   Types of Relocation Processes. There are two types of relocation processes available:

(1)   Mass Move. Use this option only if there is a large amount of material that requires moving and relocating.

(2)   Item-by-item. Storage personnel use this option to move material from one location and then place it in another during routine storeroom operations.

> **NOTE:** The procedures on the PC are identical for both mass-move and item-by-item relocation processes.

    c.   **Procedures.** The schedule of events for a relocation process is as follows:

        (1)   Schedule a relocation process for a particular storage area,
        (2)   Select the parameters to input to the PC,
        (3)   Conduct the relocation process,
        (4)   Transfer scanner data to the PC,
        (5)   Process a NIIN match,
        (6)   Transfer BMF data to the PC,
        (7)   Update process,
        (8)   Produce discrepancy reports and correct as necessary,
        (9)   Transfer adjustment data (DI X09) to the Host.

    d.   **Report Generation.** The IBS Program only allows you to produce cumulative reports for a relocation process. These are reports that contain all records residing on relocation files. The following reports are available as a result of this process:

        (1)   Matched Removed and Stow Records,
        (2)   Removed Items Not Stowed,
        (3)   Stowed Items Not Removed,
        (4)   Quantity Discrepancies,
        (5)   Completed Records,
        (6)   Material Not Found Report.

19.   **Management and Analysis of IBS Reports.** This process is the key to ensuring a successful relocation process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

RELOCATION

B.   RESPONSIBILITIES

1.   IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems that relate to the IBS Program. The subparagraphs below provide additional information on the duties of IBS and site coordinators as they relate to the IBS Program.

2.   Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

> **NOTE:** Correct management practices equate to successful utilization of the IBS Program.

3.   Obtain Data Extracts. Another responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4.   Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location audit, consolidation, relocation, and receipt processing functions. The IBS Coordinator distributes these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

   a. Scanner Control Point. This is the place where personnel accomplish the following;

   (1) Pick-up and turn-in scanners,
   (2) Obtain fresh batteries.

   b. Site Supervisor. This is the individual that will accomplish the following;

   (1) Assist personnel that have problems with scanners,
   (2) Answer questions regarding processing procedures.

   c. Types of Functions. Discuss the following:

   (1) Location audit processing,
   (2) Inventories,
   (3) Receipts in process,
   (4) Material stowage,
   (5) Consolidation,
   (6) Relocation,
   (7) Scanner transfers,
   (8) Reviewing and clearing data.

   d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

   e. Training. Cover the following fundamental topics:

   (1) Basic scanner functions;

   (2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. **Establish System Configuration.**

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin		
Options	Help	
Configure IBS		
Site Setup	CTRL+S	
User Setup	CTRL+U	
Spot Inventory Purpose Codes	CTRL+P	
Reload Scanner Screen Data	CTRL+R	
Databases	▶	
Download IBS-LOG from Host		
End SysAdmin	CTRL+F4	

Ins   4:40:34 pm

RIPFGB17_05
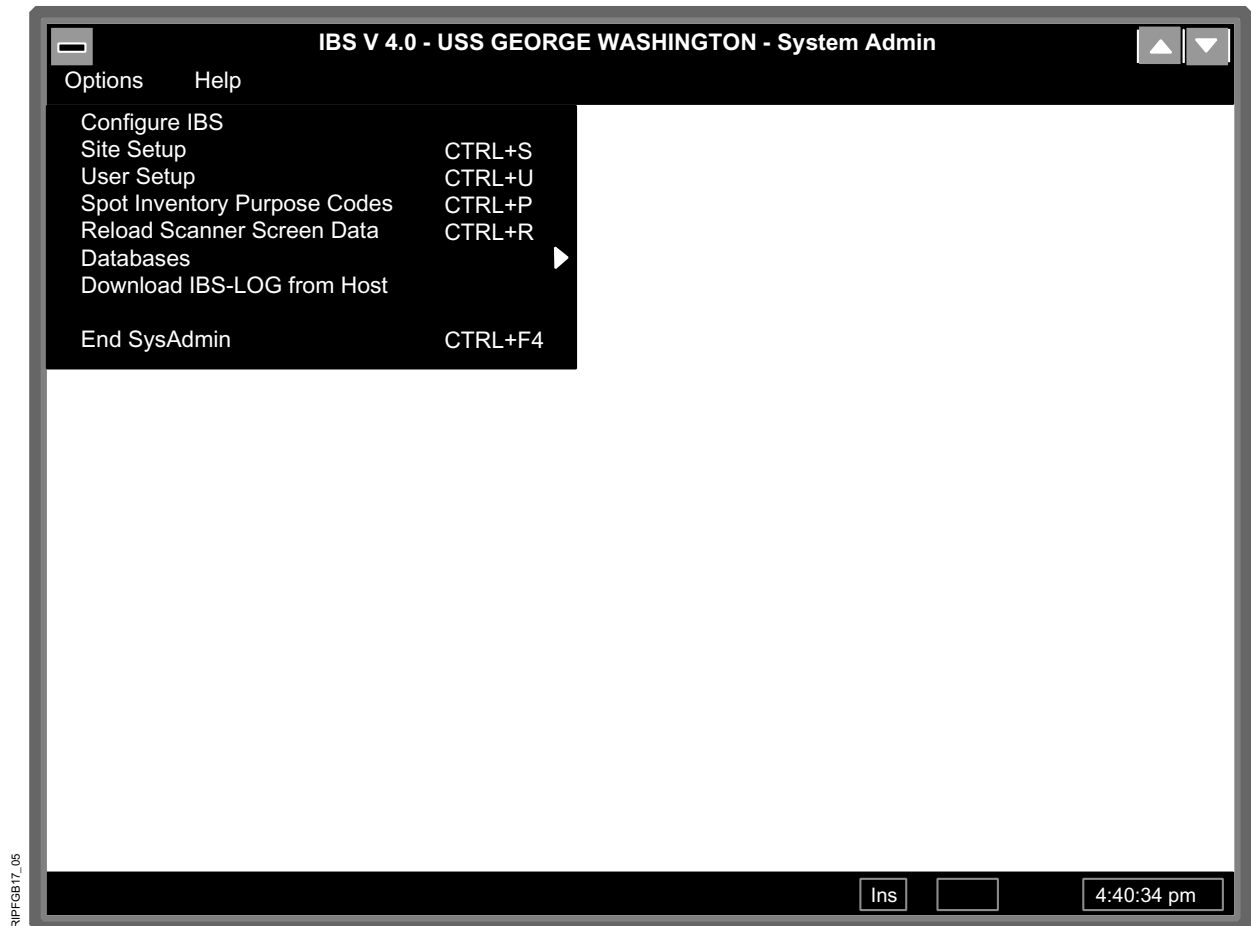
Figure 5

a. **General.** This function allows you to configure your system for the Integrated Barcode System (IBS) Program.

b. **Processing.** The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

RELOCATION

Figure 6

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu
        Screen. This is a six- to eight-character code that identifies each individual
        operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to
        eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the System Admin Option also on the IBS Main Menu Screen.

(6)   Step 6. Select to access the Options Submenu on the System Administration
        Menu Screen.

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin

Options   Help

IBS Configuration

Terminal Emulator
○ **ITS7809**
○ **VIP3**
○ **GLINK**
◉ **Other**   ⊠ **Windows Term**
Transfer Path:
C:\EXCEEDW

Receipt Processing:
☐ **Use Import Date**

Screen Font:
Fixedsys

Ok

Cancel

?
Help

Scanner Comms:	Port	Baud	Data	Stop	Parity
	2	9600	7	1	Even

Barcode Printer Comms:	Port	Baud	Data	Stop	Parity
	2	9600	7	1	Even

User   Record: 1/1   Exclusive   Ins | Num | Caps | 4:03:13 pm

STOWFGB112_07
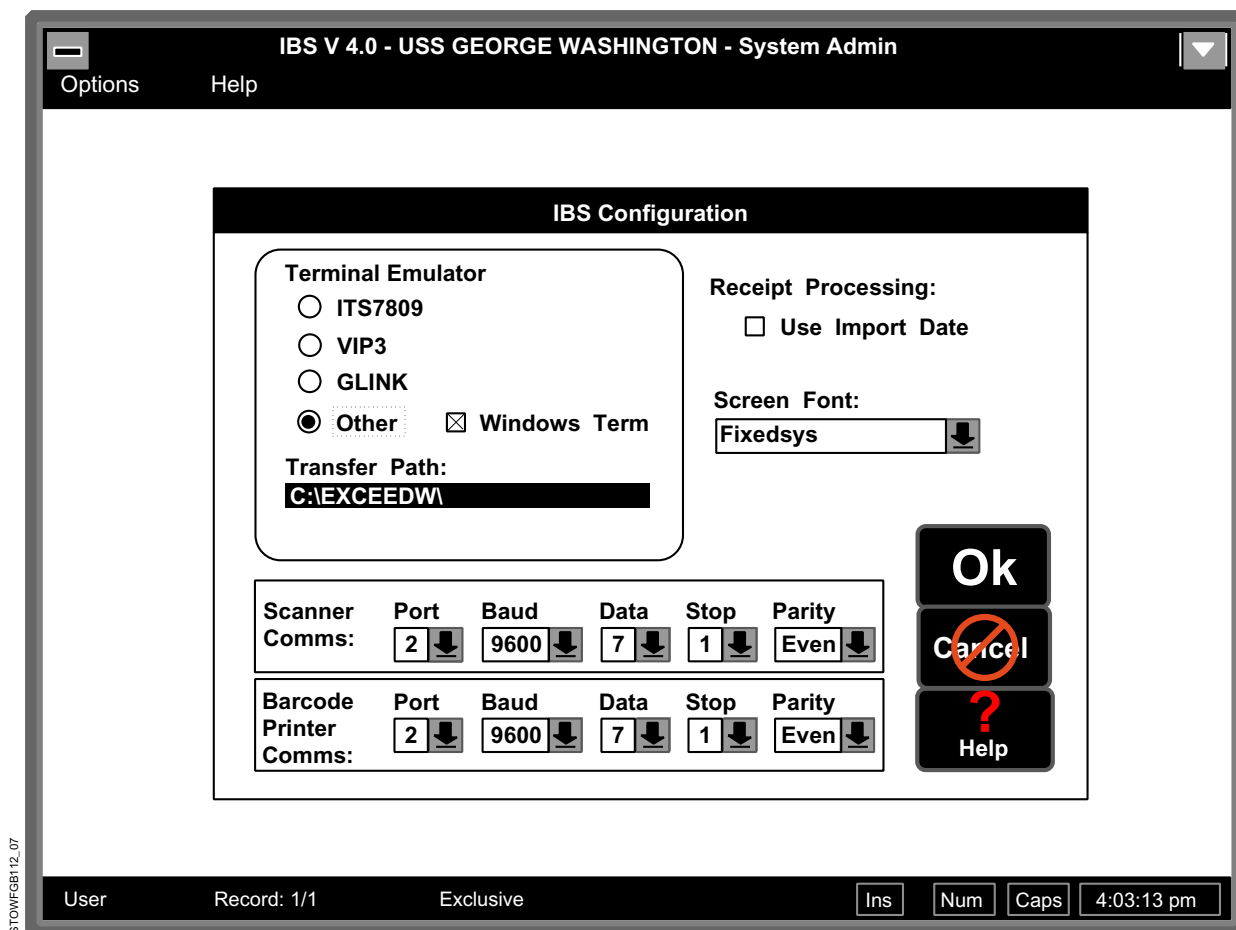
Figure 7

(7)   Step 7. Select the Configure IBS Option from the Options Submenu.

(8)   Step 8. Select the particular terminal emulator that is on your system from those that are on the screen (Figure 6) or select the Other Option.

NOTE: VIP3 is the terminal emulator of choice for the unported form of IBS Version 4.0.
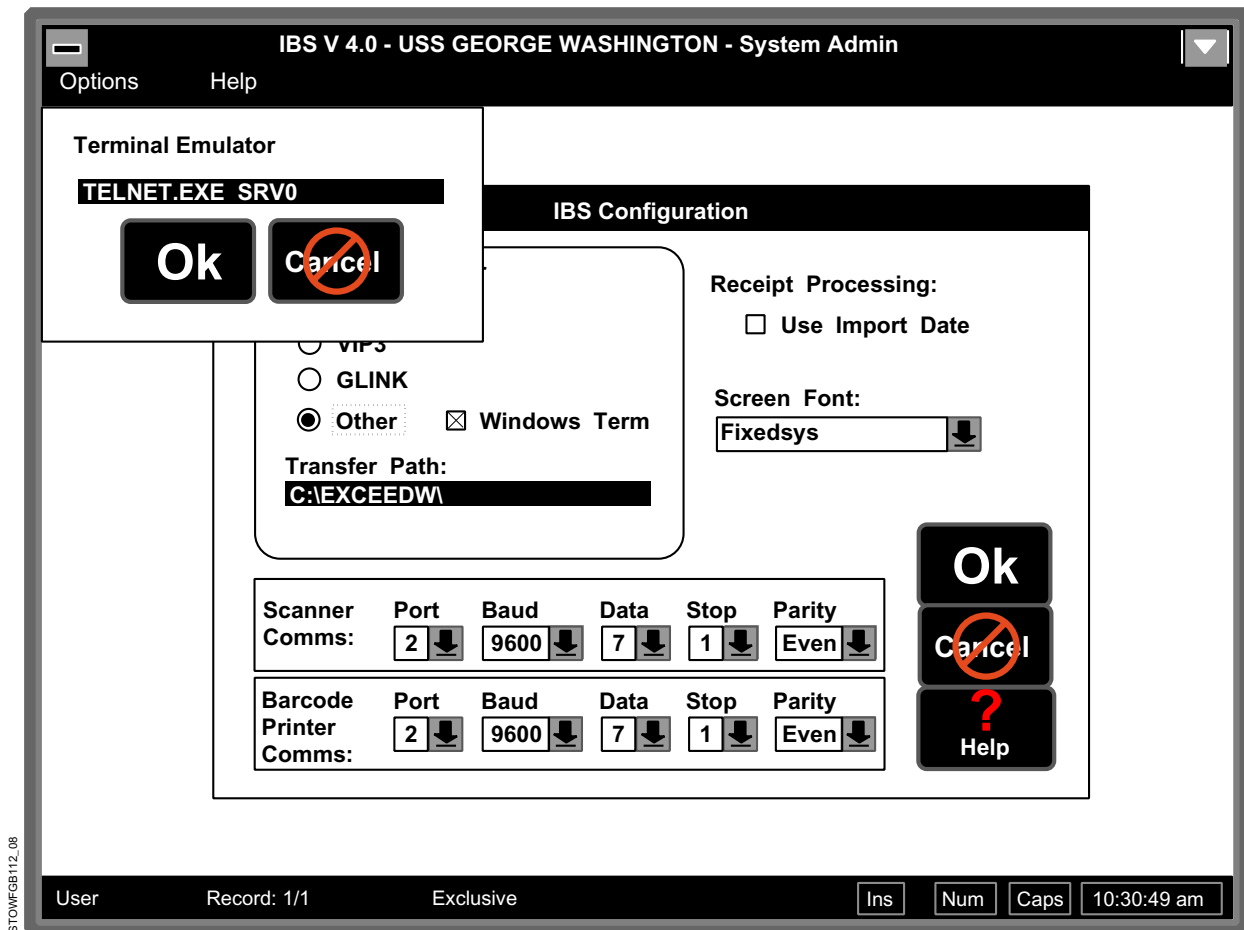
Figure 8

(9)   Step 9. If you selected the Other Option in the previous step, enter the transfer path you wish to use for the ported form of this program (Figures 7 and 8).

(10)   Step 10. Select whether you wish to use an import date for receipt processing.

(11)   Step 11. Select the down arrow next to the Screen Font Data Block to view the fonts available to you. Select one of those fonts if you wish to change the default setting.

NOTE: The Fixedsys Option is the only choice acceptable for the screen font. Others will not always allow you to view data properly.

RELOCATION
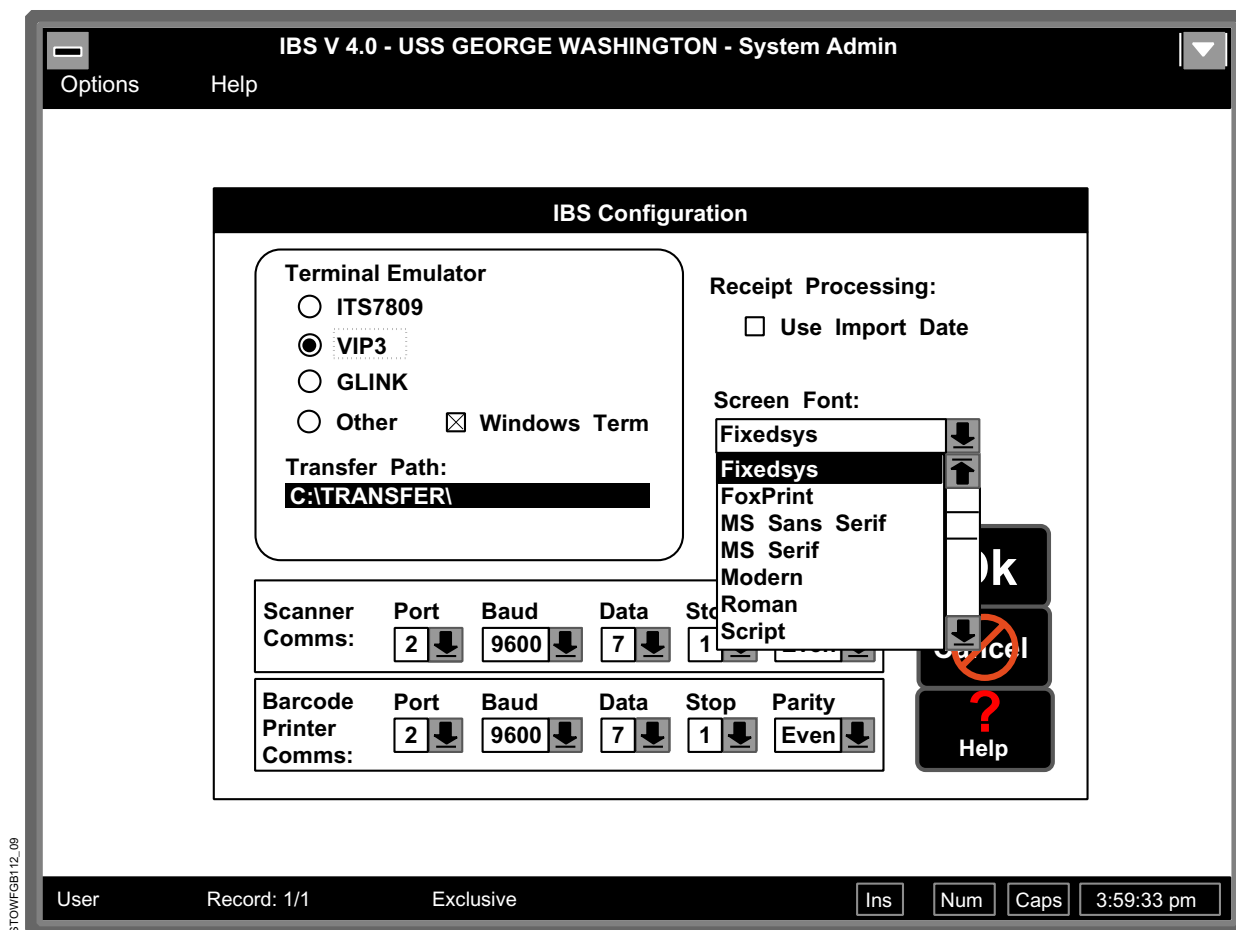
Figure 9

(12)   Step 12. Use this same procedure to change the default settings for the Scanner Communications (comms) Data Block and the Barcode Printer Communications (comms) Data Block.

(13)   Step 13. When you finish, select the OK Option to save your input. The system then returns to the System Administration Screen.

3.   Establish Control Data.

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin

Options   Help

Site Setup

Site Name   USS GEORGE WASHINGTON

Site Service Code   V

Site UIC   21412

Forced Receipt Days   4

Data Purge Days   1

☒ PODs on DTOs   ☐ Remote Site

☐ Supported UICs   ☒ Process X72s

Ok   Cancel   **?** Help

Ins   Num   2:07:02 pm

INVB115_02

Figure 10

a.   **General.** This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin

Options   Help

POD Selection

Site UIC: 21412

New POD   DTO

Site Nam
Site Serv
Site UIC
Forced R
Data Purg
☒ PODs
☐ Suppo

4R   (COG)
7R   (COG)
G   (DTO)
W   (DTO)

+
Add

−
Delete

Done

?
Help

Ins   Num   2:08:12pm

RIPFGB17_09
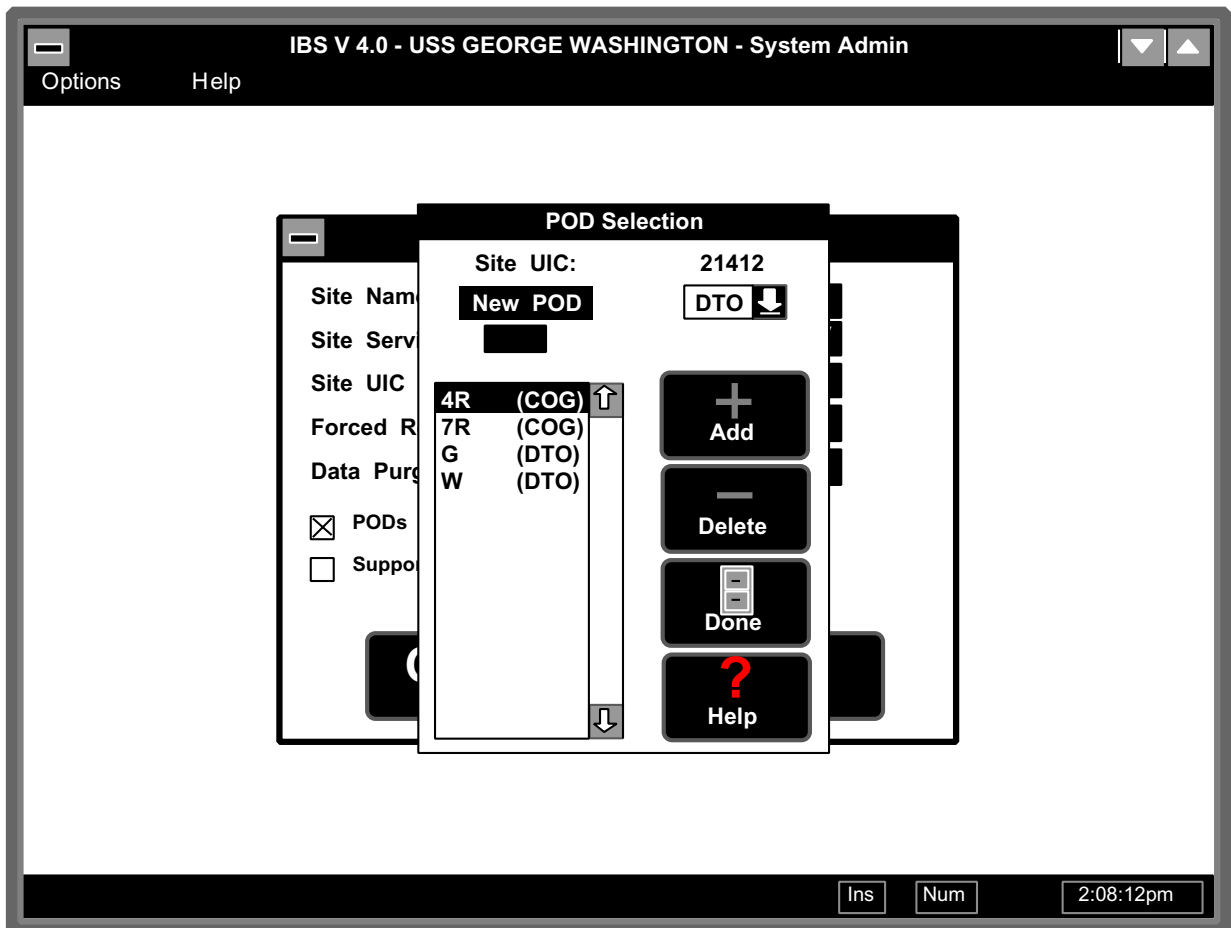
Figure 11

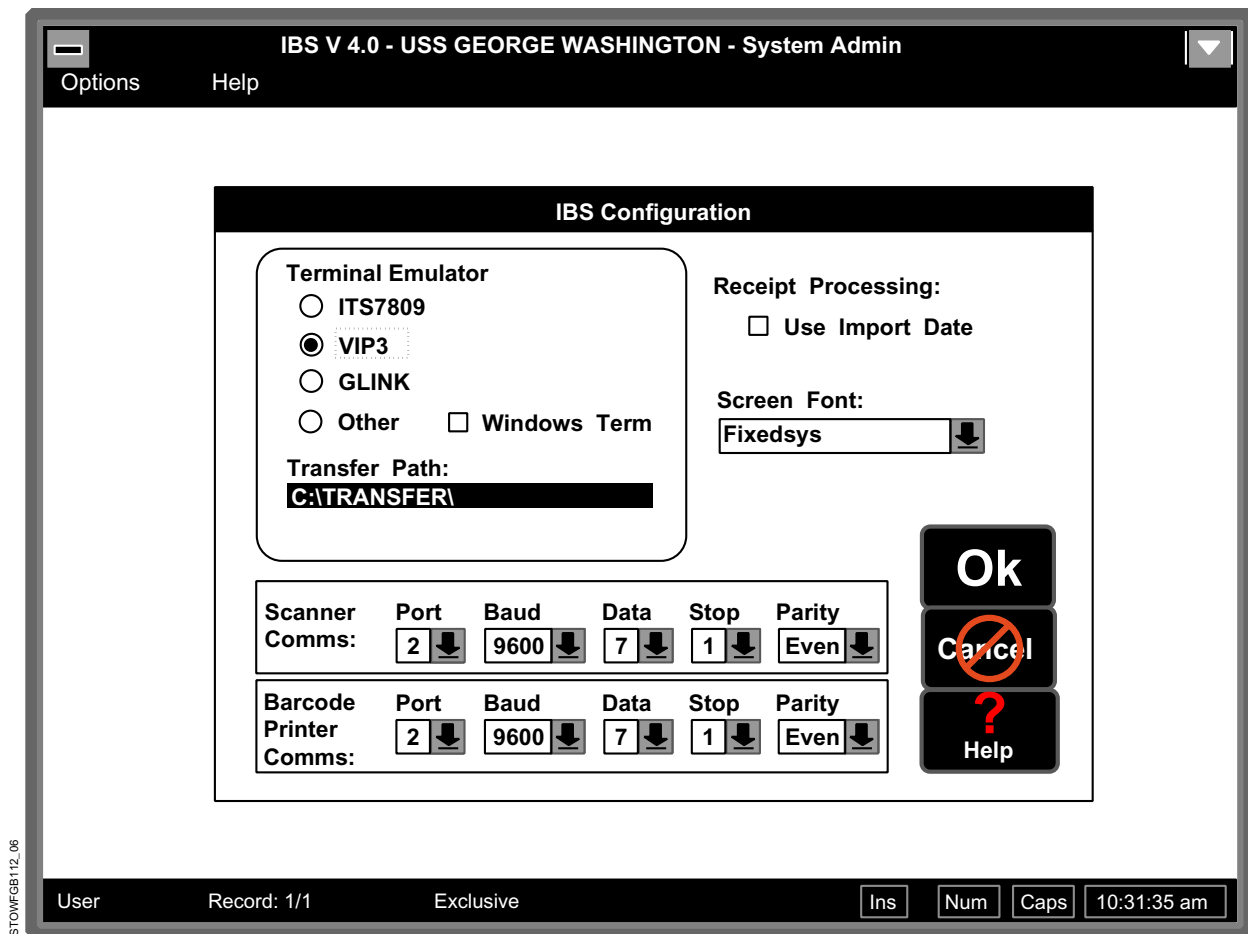(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6)   Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7)   Step 7. Select the Site Setup Option from the Options Submenu.
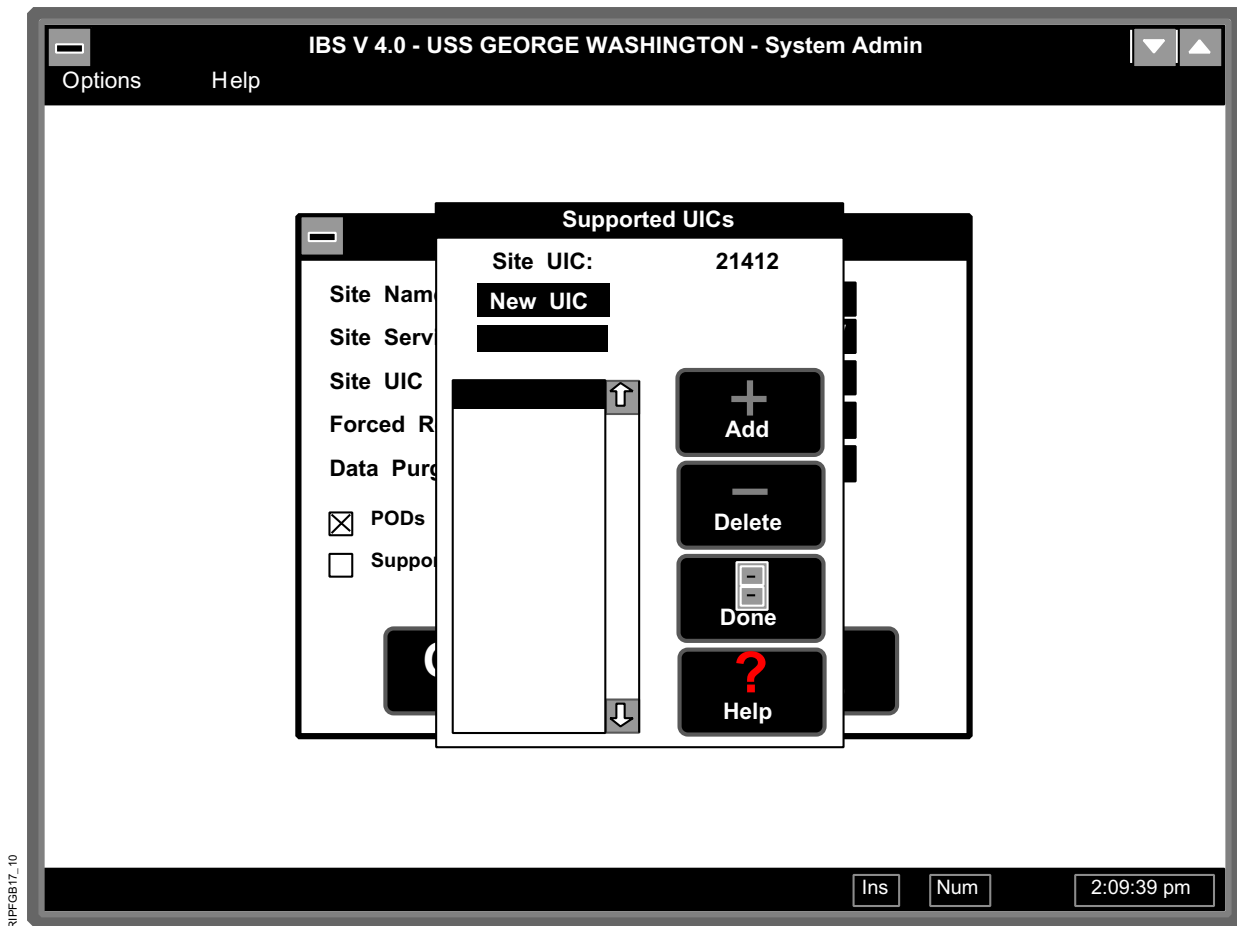
Figure 12

(8)   Step 8. Enter the information you desire in the following data fields:

(a)   Site Name,
(b)   Site Service Code,
(c)   Site UIC,
(d)   Site Routing ID,
(e)   Forced Receipt Days,
(f)   Data Purge Days,
(g)   DTO POD Indicator,
(h)   Remote Site Indicator,
(i)   Supported UIC Indicator,
(j)   Process X72s.

(9)   Step 9. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Screen.

(10)   Step 10. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

4.   Establish System Passwords.

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin

Options   Help

Configure IBS
Site Setup   CTRL+S
User Setup   CTRL+U
Spot Inventory Purpose Codes   CTRL+P
Reload Scanner Screen Data   CTRL+R
Databases   Recreate Corrupted Databases
Download IBS-LOG from Host   Pack Databases

End SysAdmin   CTRL+F4

Ins   Num   4:50:54 pm

Figure 13

a.   **General.** This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords.

b.   **Processing.** The procedures for this process are as follows:

    (1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

    (2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

    (3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

    (4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

    (5)   Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

    (6)   Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

    (7)   Step 7. Select the User Setup Option from the Options Submenu.

    (8)   Step 8. Select the Add Option and then type in the user ID code you wish to add. In addition, select the functions to which you wish that user ID to have access. The functions available are as follows:

        (a) Scheduling,
        (b) Q-COSAL,
        (c) System Administration,
        (d) Consolidation,
        (e) Relocation,
        (f) Inventories,

RELOCATION

(g)   Receipt Processing,

(h)   Bar-code Labels,

(i)   Location Audits.

NOTE: To modify the functions available to a particular individual, enter the particular code you wish to change in the User ID Data Field. Then, remove the selection from the functions to which you do not wish this person to have access. Finally, select the Update Option to input the changes to the data base. To delete a particular code, enter the appropriate code in the User ID Data Field. Then, select the Delete Option to remove it from the data base.

(9)   Step 9. If you wish to print the user listing, select the Print Option.

(10) Step 10. The program then allows you to review the data on the screen. Ensure it is correct and then press the OK Option to continue.

NOTE: When you review the records, select the Zoom In Option to increase the size of the data on the screen. Then use the up or down and right or left arrow options on the screen to view the different data on the file. Use the Next, Previous, or Enter Page Number Option to move from page to page within the file.

(11) Step 11. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Menu Screen.

(12) Step 12. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

Page Preview

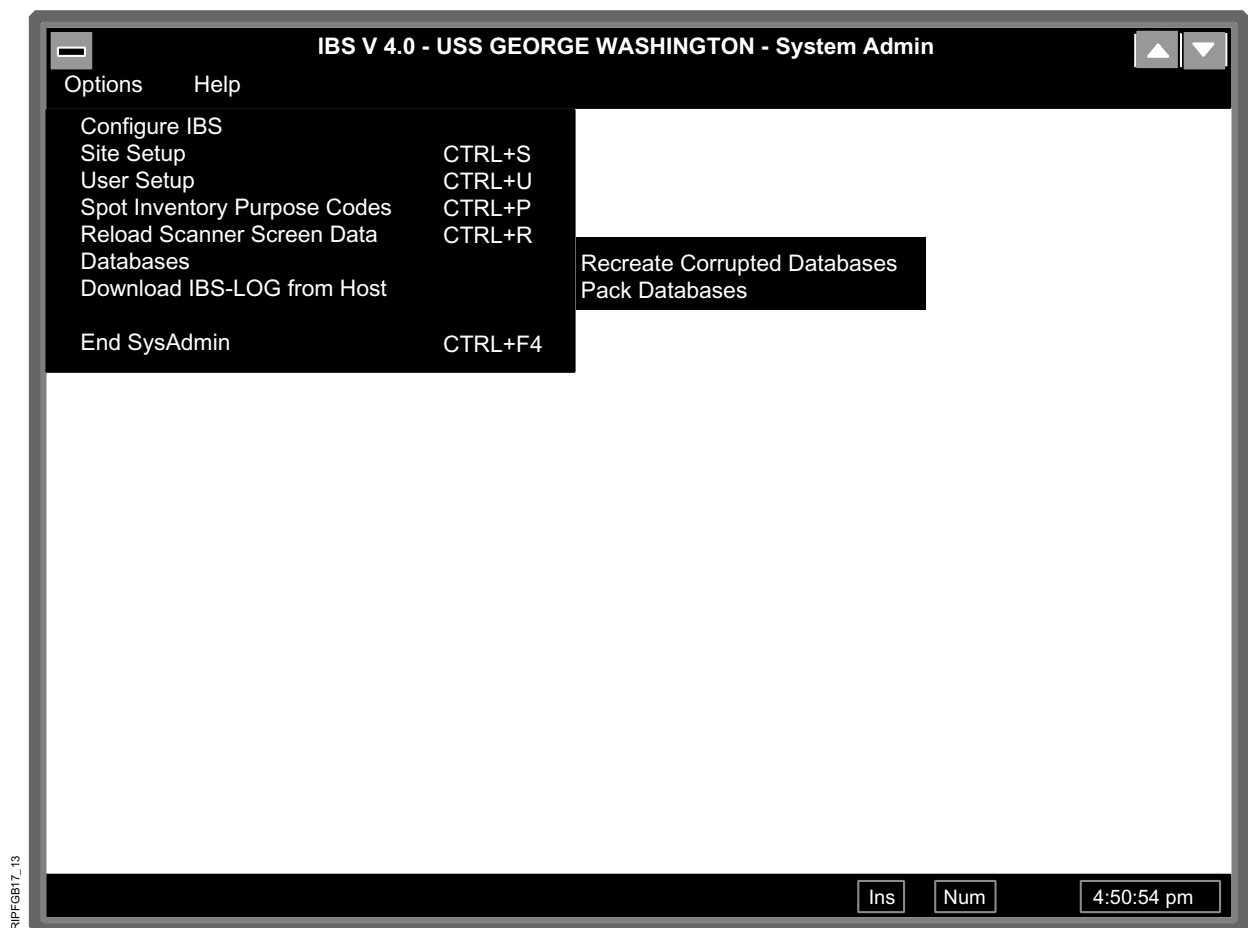### User Access Report

Userid	System Admin	QCOSAL	Receipt Processing			Inventory		LAP	
			Access	Ext	Inp	Access	Scnr Q	Access	Can
Password	Scheduling		Edit		Exp	Edit	Can	Edit	
BIGBOB BIGBOB	Y	Y Y	Y Y Y Y Y			Y Y Y Y		Y Y Y	
BIGBOB BIGBOB	Y	Y Y	Y Y Y Y Y			Y Y Y Y		Y Y Y	
ERNIE2 EED002	Y	Y Y	Y Y Y Y Y			Y Y Y Y		Y Y Y	
ERNIE EED01	Y	Y Y	Y Y Y Y Y			Y Y Y Y		Y Y Y	
ERNIE1	Y	Y Y	Y Y Y Y Y			Y Y Y Y		Y Y Y	

OK
Next
Previous
Page 1
Zoom In
Zoom Out

RIPFGB17_12

User Access Report

Userid	System Admin	QCOSAL	Receipt Processing			Inventory		LAP		RELOC		CONSOL		LABELS	
			Access	Ext	Inp	Access	Scnr Q	Access	Can	Access	Can	Access	Can	Access	
Password	Scheduling		Edit		Exp	Edit	Can	Edit		Edit		Edit		Edit	
BIGBOB BIGBOB	Y Y	Y	Y Y Y Y Y			Y Y Y Y		Y Y Y		Y Y Y		Y Y Y		Y Y	
BIGBOB BIGBOB	N Y	Y	Y N Y N Y			Y N Y N		N N N		N N N		N N N		N N	
ERNIE EEP01	Y Y	Y	Y Y Y Y Y			Y Y Y Y		Y Y Y		Y Y Y		Y Y Y		Y Y	
ERNIE3 EEP003	Y Y	Y	Y Y Y Y Y			Y Y Y Y		Y Y Y		Y Y Y		Y Y Y		Y Y	
ERNIE4 EEP04	Y Y	Y	Y Y Y Y Y			Y Y Y Y		Y Y Y		Y Y Y		Y Y Y		Y Y	

04/26/94

LAFGB18_14

Figure 14

5.   Transfer Screen Data to a Scanner.

a.   **General.** The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6)   Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7)   Step 7. Select the Reload Scanner Screen Data Option from the Options Submenu after you connect the appropriate cable securely to both the scanner and the PC. The system immediately begins transferring the screen data.

RELOCATION

6.   Use the Data Bases Function.
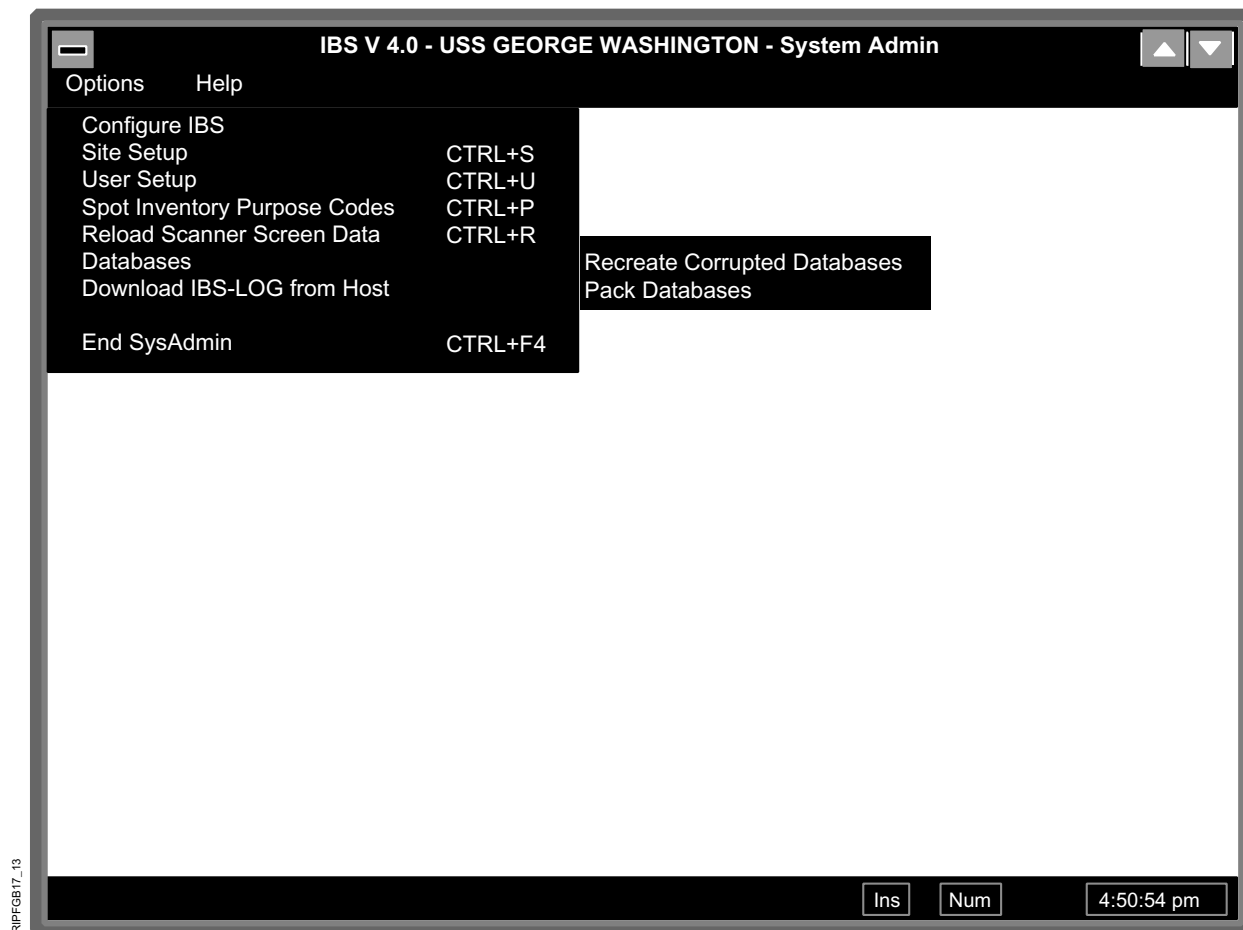
Figure 15

a.   **General.** This function allows you to recreate data bases that have corrupt data as well as to repack the data within them.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6)   Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7)   Step 7. Select the Databases Option from the Options Submenu.

(8)   Step 8. Select either the Recreate Corrupted Database or the Pack Databases Option. The system immediately proceeds to accomplish the tasking you select.

(9)   Step 9. When the function you selected is complete, select the OK Option to continue. The system returns to the System Administration Menu Screen.

7.   Print the IBS Log Report.

Figure 16

a.   **General.** This function allows you to print a report that lists all the operators that access the system and the processes they accomplish.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

```
c:\transfer\logfile.ibs  06/08/97
**      7132    1501        UNREP FILE IMPORT,  PROCESSING STARTED

##      7132    1501        UNREP PROCESSING,  ENDED SUCCESSFULLY

##      7136    1429        GENERAL INVENTORY,  ENDED SUCCESSFULLY

##      7136    1533        GENERAL INVENTORY,  ENDED SUCCESSFULLY

##      7136    1546        GENERAL INVENTORY,  ENDED SUCCESSFULLY

##      7136    1616        GENERAL INVENTORY,  ENDED SUCCESSFULLY

**      7137    1018        DRAWDOWN BY IBN,  PROCESSING STARTED

                                Job Name:     MTAT

##      7137    1022        DRAWDOWN BY IBN,  PROCESSING STARTED

##      7137    1040        GENERAL INVENTORY, ENDED SUCCESSFULLY

##      7137    1125        GENERAL INVENTORY, ENDED SUCCESSFULLY

**      7140    0743        DRAWDOWN BY IBN,  PROCESSING STARTED

                                Job Name:     NAVMASSO
```
RIPFGB17_15

Figure 17

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu
       Screen. This is a six- to eight-character code that identifies each individual
       operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to
       eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6)   Step 6. Select to access the Options Submenu on the System Administration
       Menu Screen.

(7)   Step 7. Select the Download IBS-Log From Host Option from the Options
        Submenu.

(8)   Step 8. Select the Print IBS Log Option to continue.

(9)   Step 9. Select the drive (from those that appear on the screen) to which you
        wish to save log data.

(10)   Step 10. Select the OK Option to continue. After the printing process is
        complete, the system returns to the System Administration Menu Screen.

8.   Check Scanners Before Using.

a.   Conduct Routine Maintenance. The procedures for this process are as follows:

(1)   Step 1. Provide a freshly charged battery for each scanner every day. Do not
        use the battery packs containing "double A" batteries. These are only for use
        when shipping defective scanners back to the type commander TYCOM.

(2)   Step 2. Use the scanner and recharge batteries in continuous cycles. That is,
        use it for 750 hours and then charge overnight. This cycle ensures the batteries
        remain at a safe level of operation. Do not recharge batteries for more than 14
        hours or you may damage the NiCad battery pack.

(3)   Step 3. Ensure you remove the unit's battery pack and place it in the recharge
        unit after each use.

(4)   Step 4. Press the discharge button once after inserting it in the charger.

(5)   Step 5. Maintain the chargers in an area with limited access. (There is a
        tendency for ship's personnel to press the discharge button, mainly out of
        curiosity.)

(6)   Step 6. Reset the battery chargers when there is a loss of ship's power. Do not
        store the scanners without the external battery pack. To do so causes a power
        drain on the scanner's internal battery. A complete loss of internal battery
        power destroys the scanner.

(7)   Step 7. If a battery pack gets stuck in the charger, insert something that is plastic and non-conductive (such as an ID card) between the battery and the top slot of the charger. This will allow the wire contacts to disengage (chances are, they are slightly bent).

(8)   Step 8. Contact your TYCOM representative to coordinate repair of damaged or defective scanners.

b.   **Prevent a Low Charge.** If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

   (1)   External Battery Pack. To prevent a low-charge warning, periodically check the charge on the battery pack as follows:

   (a)   Step 1. Select the Sys Admin Option from the Main Menu Screen on the scanner.

   (b)   Step 2. Select the Next Page Option and then the Check Battery Option from the Sys Admin Screen on the scanner. If the batteries are all right, the term "Ready" appears. (The term "Low battery" appears if the battery pack has a low charge.)

   (c)   Step 3. Press the ENTER key to return the scanner to the Main Menu Screen.

   (2)   Internal Lithium Batteries. To prevent a low-charge warning, periodically check the charge on the internal battery as follows:

   (a)   Step 1. Clear all data on the scanner.

   (b)   Step 2. Remove the external battery pack.

   (c)   Step 3. Remove the EPROM chip cover.

   (d)   Step 4. Note the position of the chip itself and then remove it.

   (e)   Step 5. Replace the charged battery pack and lock it in place.

   (f)   Step 6. Turn the scanner on.

(g)   Step 7. Select the Sys Admin Option from the Main Menu Screen on the scanner.

(h)   Step 8. Select the Next Page Option and then the Check Battery Option from the Sys Admin Screen on the scanner. The term "Low backup" appears if the internal battery has a low charge.

c.   **Reconfigure Scanner.** The internal battery has a life span of one year and supports all internal processes (programs). You will need to reconfigure the scanner after it becomes necessary to install a new chip. The procedures for this process are as follows:

(1)   Step 1. Select the Sys Admin Option from the Main Menu Screen on the scanner.

(2)   Step 2. Press function key F2 when the term "Ready" appears on the screen.

(3)   Step 3. Press the ENTER key when a period . appears on the screen.

(4)   Step 4. Press the ALT key and alphabetic key B at the same time.

(5)   Step 5. When a period . followed by a plus sign (+) appears on the screen, press the CTRL and ENTER keys at the same time. The message "Compiling..." appears on the screen.

This is a lengthy process, so be patient. When finished, the scanner returns to the Main Menu Screen.

9.   **Ready Scanners With No Data on File.** The procedures for this process are as follows:

a.   Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b.   Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c.   Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d.   Step 4. When the Main Menu Screen appears again, press function key F3 to change the volume of the beeping sound. Then, press numeric key 1 for a low volume, numeric key 2 for a medium volume, or numeric key 3 for a high volume.

e.   Step 5. Press function key F4 to check the date and time. If the data is correct, press alphabetic key Y and then the ENTER key. If it is incorrect, press alphabetic key N and then the ENTER key. The keys that are active for each processing option are as follows:

   (1)   F1 allows you to access the Help Screen,
   (2)   BKSP allows you to delete a single character,
   (3)   ALT and BKSP together allow you to delete an entire data field,
   (4)   ALT and C together allow you to light up the screen in a dark or dimly lit area.

f.   Step 6. Enter the correct date and time. Ensure you press the ENTER key after you complete each data field on the screen.

g.   Step 7. Press alphabetic key Y to return the scanner to the Main Menu Screen.

h.   Step 8. Enter the scanner number, usually a number from 1 to 40.

i.   Step 9. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options offered are as follows:

   (1)   Inventory,
   (2)   Location Audit,
   (3)   Receiving,
   (4)   Next Page,
   (5)   Relocation,
   (6)   Transfer,
   (7)   Sys Admin.

10.   Ready Scanners With Data Not Yet Transferred. The procedures for this process are as follows:

   a.   Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

   b.   Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

   c.   Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

   d.   Step 4. Press any key to return the scanner to the Main Menu Screen.

   e.   Step 5. Select one of the options that appear on the screen. If you select a function that already has data on file, the system will add any transactions that you process at this time to the old file. For example, if the data on the scanner is for RIP processing and you wish to continue this function, the scanner allows you to add the new RIP transactions to the old file. Before you work on the same option, ensure you did not already transfer the data to the PC. Only in this way can you prevent duplicating the transfer of the same data.

   f.   Step 6. If you decide to transfer scanner data at this time, prepare the PC for this process. INTERMEC scanners now have the capacity to store data for different functions at one time without requiring you to transfer data immediately to a PC. The only exception to this is the combination of a location audit and a general inventory, because you cannot begin a location audit without first completing the general inventory or a general inventory without first completing the location audit. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

   g.   Step 7. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

RELOCATION

h.   Step 8. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner one after the other.

i.   Step 9. After you successfully complete the transfer, you need to delete the file from the scanner and prepare the scanner for another process (refer to the next paragraph).

11.   Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. In this case, the procedures for this process are as follows:

a.   Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b.   Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c.   Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d.   Step 4. Select the Sys Admin Option by pressing numeric key 8 from the Main Menu Screen.

e.   Step 5. Select the Clear File Option by pressing numeric key 4.

f.   Step 6. Select the file you wish to clear from the following:

     (1)   Press numeric key 1 to select to clear RIP records,
     (2)   Press numeric key 2 to select to clear stow records,
     (3)   Press numeric key 3 to select to clear relocation records,
     (4)   Press numeric key 4 to select to clear inventory records,
     (5)   Press numeric key 5 to select to clear location audit records.

g.   Step 7. Press the ALT key and alphabetic key E after the data clears to return the system to the Main Menu Screen.

h.   Step 8. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

   (1)   Inventory,
   (2)   Location Audit,
   (3)   Receiving,
   (4)   Next Page,
   (5)   Relocation,
   (6)   Transfer,
   (7)   System Administration.

12.   Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The procedures for this process are as follows:

a.   Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b.   Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c.   Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d.   Step 4. If you decide to transfer scanner data at this time, prepare the PC for this process. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

e.   Step 5. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

RELOCATION

f.   Step 6. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner.

g.   Step 7. After you complete the transfer successfully, you need to delete the file from the scanner and prepare the scanner for another process (see paragraph 10 above).

D.   RELOCATION PROCEDURES

1.   Program Scanners for Processing.

   a.   General. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process. Refer to paragraphs 8 through 12 of Section C for detailed procedures on the following actions:

   (1)   Clearing any data already on the scanner and preparing it for the next operation,

   (2)   Ensuring no two scanners have the same identification number,

   (3)   Verifying that the identification number for the relocation is unique and identical to the one you entered to the PC.

   b.   Mass-moves Processing. The procedures for this process are as follows:

   (1)   Step 1. Select the Relocation Option from the Main Menu Screen on the scanner by pressing numeric key 5.

   (2)   Step 2. Next, enter the 6- to 10-digit name of this relocation process and press the ENTER key.

   (3)   Step 3. Select the Mass-moves Option by pressing numeric key 1.

   (4)   Step 4. Press alphabetic key Y or N as appropriate in response to the prompt "Quantity entry required?" If you process alphabetic key Y, proceed to Step 5; otherwise, proceed to Step 6.

   (5)   Step 5. Press numeric key 1 to select the Removes Option or numeric key 2 for the Stow Option as appropriate.

   (6)   Step 6. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.

   (7)   Step 7. Proceed to paragraph 2 titled Schedule the Process to continue this relocation process.

c.   **Item-by-item Processing.** The procedures for this process are as follows:

(1)   Step 1. Select the Relocation Option from the Main Menu Screen on the scanner by pressing numeric key 5.

(2)   Step 2. Next, enter the 6- to 10-digit name of this relocation process and press the ENTER key.

(3)   Step 3. Select the Item-by-item Option by pressing numeric key 2.

(4)   Step 4. Press alphabetic key Y or N as appropriate in response to the prompt "Quantity entry required?" If you press alphabetic key Y, proceed to Step 5; otherwise, proceed to Step 6.

(5)   Step 5. Press numeric key 1 to select the Removes Then Stow Option or numeric key 2 for the Stows Only Option as appropriate.

(6)   Step 6. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.

(7)   Step 7. Proceed to the next paragraph to continue this relocation process.

2.   Schedule the Process.

Figure 18

a.   **General.** This function allows you to schedule the relocation process on the PC.

NOTE: If you do not schedule a relocation process on the PC, the system will automatically schedule it upon transfer of relocation data from a scanner.

LACRC17_02
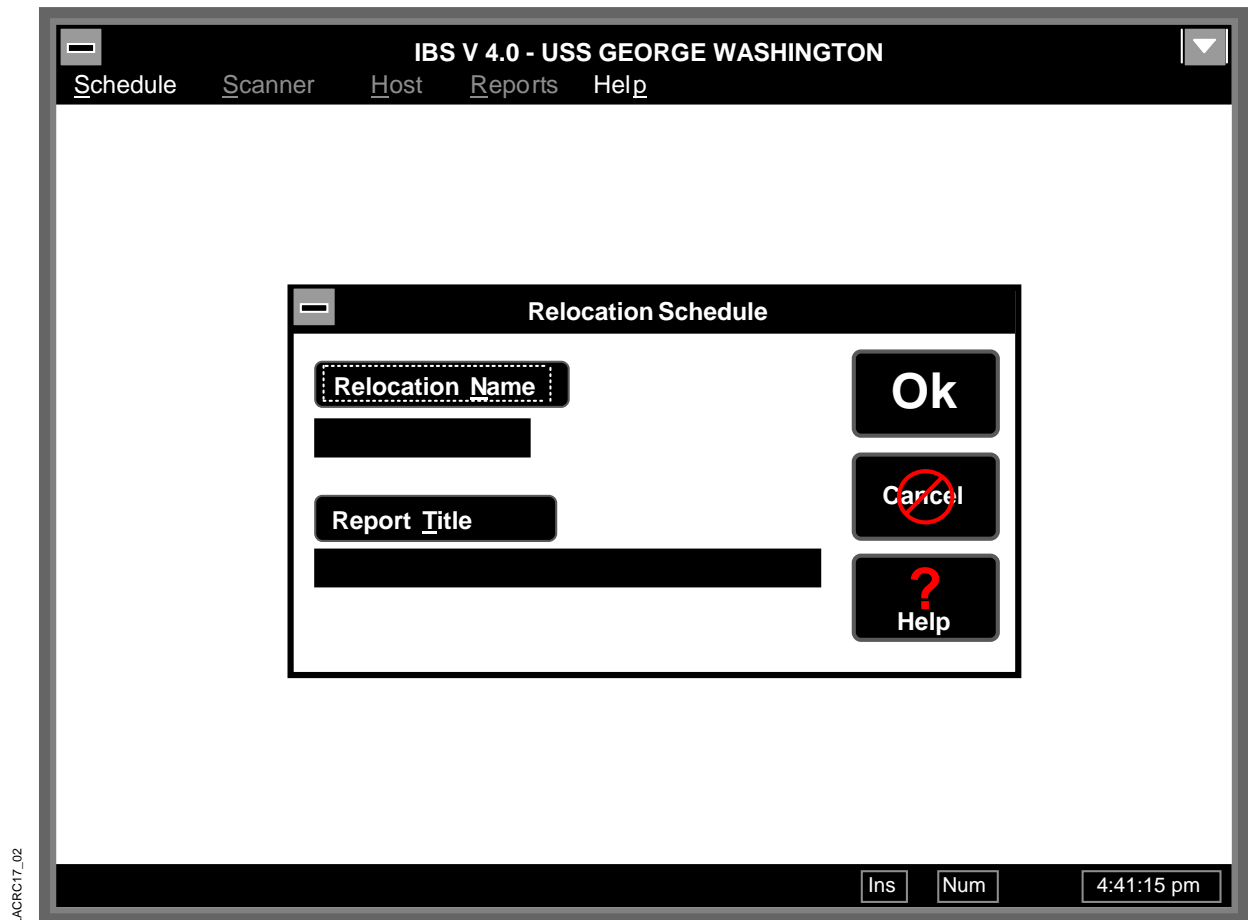
Figure 19

b.   Processing. The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu
        Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate
        the IBS Program.

(3)   Step 3. Enter your user identification number (user ID) on the IBS Main Menu
        Screen. This is a six- to eight-character code that identifies each individual
        operator.

(4)   Step 4. Enter the password you selected for this process. This is a five-to eight-character code that allows you to access particular procedures.

(5)   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Select the New Option from the Schedule Submenu.

(8)   Step 8. Enter a name for the relocation process you wish to schedule. This is a name between 6 and 10 characters long that you define.

        NOTE: Write down this name for use when you need to review status and generate inventory reports.

(9)   Step 9. Enter a title for the output reports the system will print for this relocation process. This is a name with a maximum of 40 characters that you define.

(10)   Step 10. Review the data you entered and then select the OK Option to complete this process.

(11)   Step 11. Proceed to the next paragraph to continue the relocation process.

3.   Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

    a.   Scanner damage,
    b.   Battery failure,
    c.   Key entry problems.

Proceed to the next paragraph to continue this relocation process.

4.   Transfer Data From a Scanner to the PC.

▬	**IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION**	▼ ▲

Schedule   Scanner   Host   Reports   Help

Select Relocation to Use

Relocation Name

◉ **In Progress**

○ **Completed**

RELOCTST ⬆

○ **Cancelled**

TESTER

Ok

Cancel

?
Help

⬇

Relsched   Record: EOF/3   Exclusive | Ins | | Num | 12:47:37 pm

CONSFGB19_22
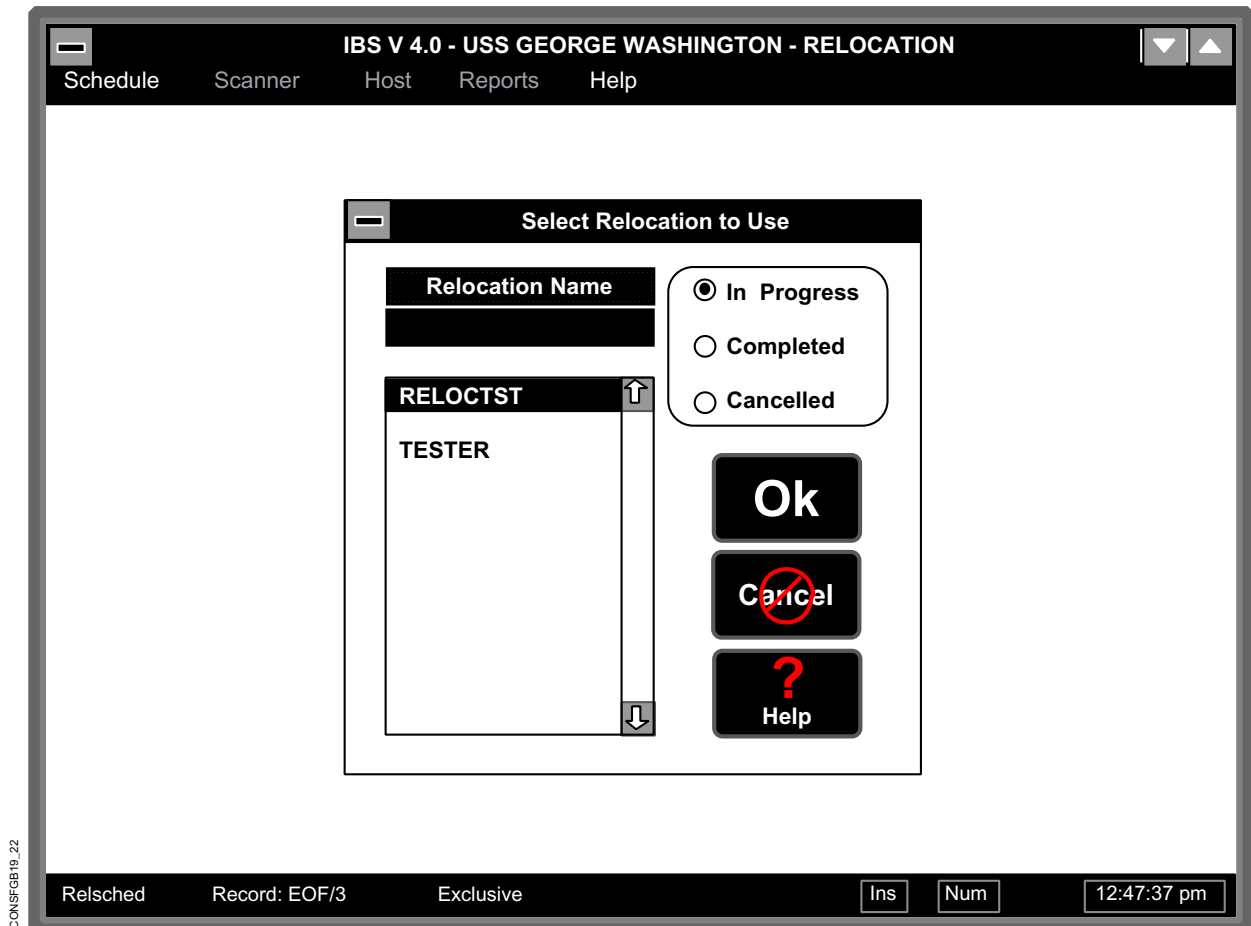
Figure 20

a.   **General.** This function allows you to transfer data from scanners to the PC after relocation personnel scan all records within assigned locations or if they reach the 500 record limit.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

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│ ┌───┐            IBS V 4.0 - USS GEORGE WASHINGTON              ┌──┐┌──┐  │
│ │ ▬ │                                                          │▲ ││▼ │  │
│ └───┘                                                          └──┘└──┘  │
│  Schedule      Scanner     Host     Reports     Help                     │
│ ███████████████████████████████████████████████████████████████████████ │
│              Transfer From Scanner                                       │
│              Discrepancies To Scanner                                    │
│              Scanner Maintenance                                         │
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│                                                                          │
│  Transfer Location and NIIN Data From Scanners      │Ins│ │Num│ 4:43:47 pm│
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CONSFGB19_23

Figure 21

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

(8)   Step 8. Select the file name of the relocation process for which you wish to transfer data from the scanner to the PC.

(9)   Step 9. Select the OK Option to continue processing. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Relocation Menu Screen.)

(10)   Step 10. Select the Scanner Option from the Relocation Menu Screen.

(11)   Step 11. Select the Transfer From Scanner Option on the Scanner Submenu.

(12)   Step 12. Ensure you connect the scanner download cable securely to both the PC and the scanner.

(13)   Step 13. Press numeric key 6 on the scanner to select the transfer process. Select the OK Option on the PC to continue this process. (If you wish to abort this process at this point, select the Cancel Option. The program then returns to the Relocation Menu Screen.)

(14)   Step 14. Proceed to the next paragraph to continue this relocation process.

5.   Print the Download Report.
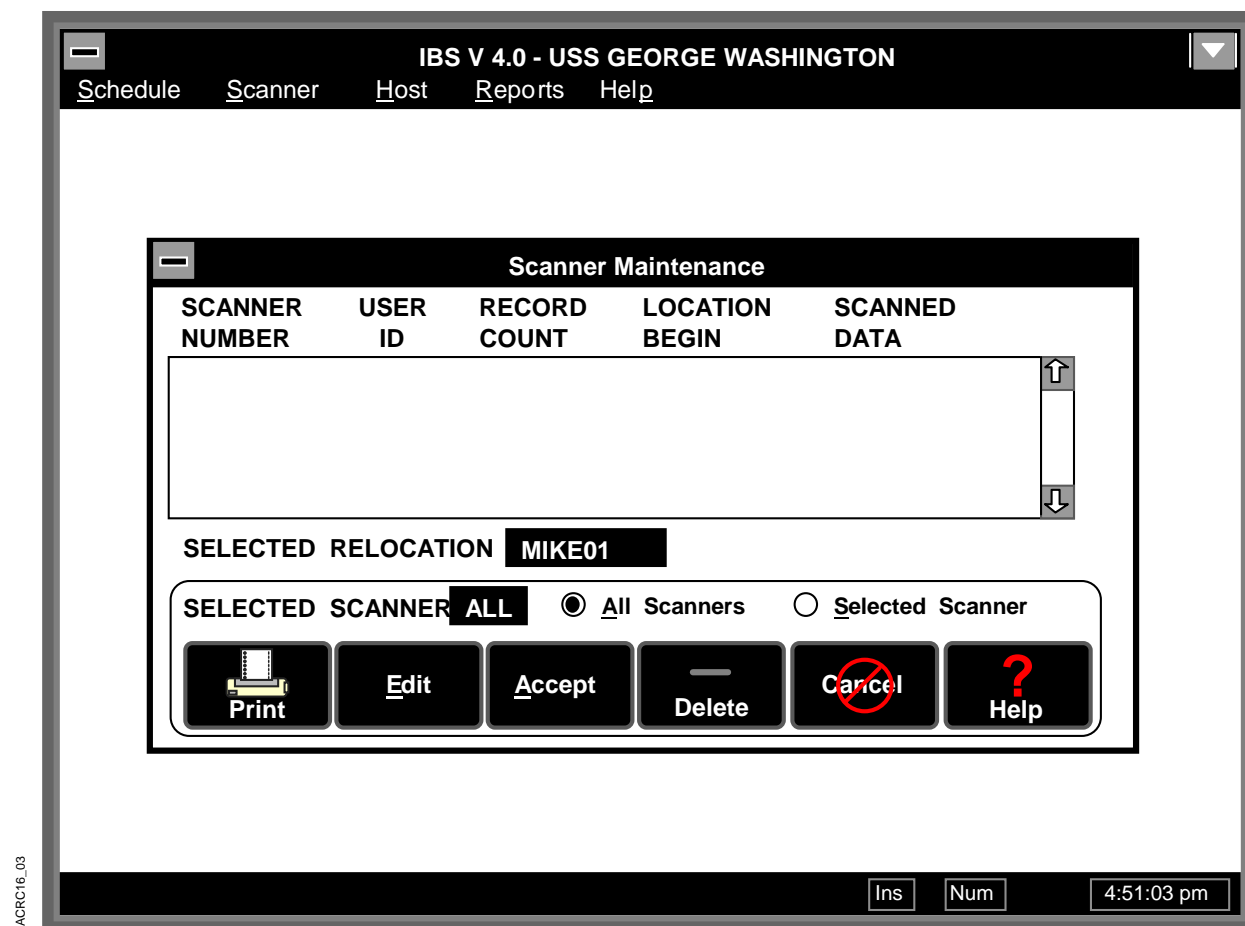
Figure 22

a.   **General.** This function allows you to print a report of the relocation data you transferred for each scanner file that the system did not update.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Select the Schedule Option from the Relocation Menu Screen.

(2)   Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.
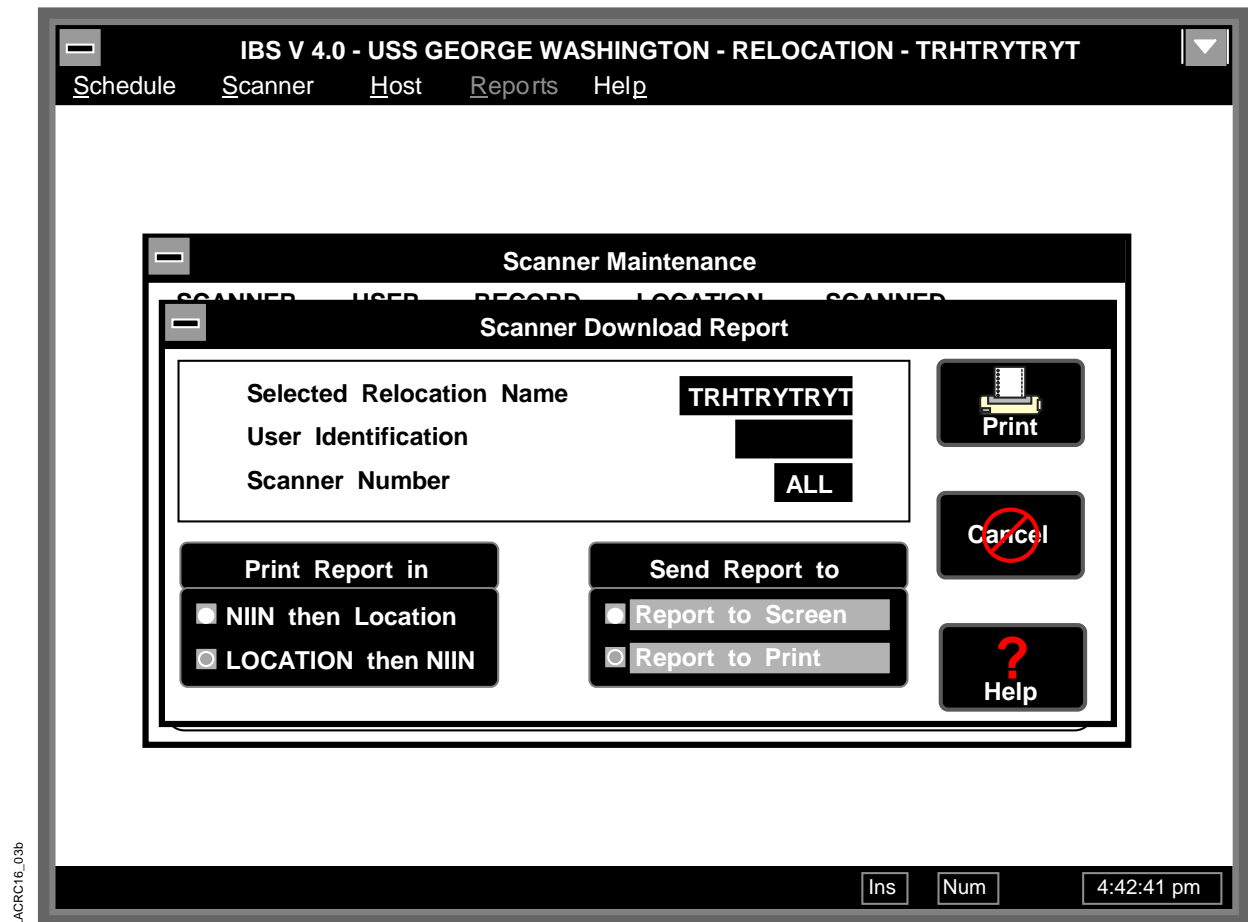
Figure 23

(3)   Step 3. Select the file name of the relocation process for which you wish to generate data-transfer reports.

(4)   Step 4. Select the OK Option to continue this relocation process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Relocation Menu Screen.)

(5)   Step 5. Select the Scanner Option from the Relocation Menu Screen.

(6)   Step 6. Select the Scanner Maintenance Option on the Scanner Submenu.

(7)   Step 7. Select the All Scanners Option or the Selected Scanner Option.

(8)   Step 8. Select the Print Option from the Scanner Maintenance Screen. (If you wish to abort this process, select the Cancel Option. The program then returns to the Relocation Menu Screen.)

(9)   Step 9. Enter your user ID and then the number of the scanner if you selected only one.

(10)   Step 10. Select whether you wish the report in a NIIN-and-then-location sequence or in a location-and-then-NIIN sequence.

(11)   Step 11. Select whether you wish to send the data for the report to the printer or to the screen for viewing only.

(12)   Step 12. Select the Print Option once more to continue this process.

(13)   Step 13. Proceed to the next paragraph to continue this relocation process after the printing process is complete.

6.   **Conduct a QA Check.**

a.   **General.** This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Review data transfer reports for the following:

(a)   Duplicate records (you counted the same item within the same location twice),
(b)   Erroneous records and incorrect locations.

(2)   Step 2. Research all the discrepancies you identified in the previous step.

(3)   Step 3. Use data transfer reports to randomly select records for the QA process. You also can conduct a QA check from the location to the report. Alternate between these two processes for best effect.

(4)   Step 4. Have someone, other than the personnel that originally conducted the relocation process, verify that the records you selected for the QA check are correct.

(5)   Step 5. Reject the data if the validity of records for a particular scanner is less than requirements of established TYCOM standards.

(6)   Step 6. Conduct another audit for the same range of locations of the scanner whose data you rejected.

(7)   Step 7. Edit and accept the records in the Scanner Maintenance File as necessary if the validity of scanner data is unacceptable.

(8)   Step 8. Proceed to the next paragraph to continue this relocation process.

7.   Edit Scanner Data.

IBS V 4.0 - USS GEORGE WASHINGTON
Schedule   Scanner   Host   Reports   Help

Edit Scanner Data

Selected Relocation Name

User Identification

Scanner Number   0

NIIN

Location

Fsc

Smic

Remove/Stow

Record Selection

ALL Records

Sequence to View

◉ **NIIN then Location**

○ **LOCATION then NIIN**

| First | Prev | Next | Last | Update | Delete | Done | Help |

CONSFGB19_26

Rel_scan   Record: None   Exclusive   Ins   Num   4:52:01 pm

Figure 24

RELOCATION

a.   **General.** This function allows you to correct erroneous data that personnel
conducting the relocation noted but were unable to correct on the scanner. Only you
or the leader of the relocation team should make these corrections.

Figure 25

NOTE: The IBS Program will not allow you to access scanner files after you check
their validity and accept the scanner data. Consequently, you must make
necessary changes to the files before processing.

    b.   **Processing.** The procedures for this process are as follows:

    (1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

    (2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

    (3)   Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

    (4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

    (5)   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

    (6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

    (7)   Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

    (8)   Step 8. Select the file name of the relocation process for which you wish to correct data.

    (9)   Step 9. Select the OK Option to continue this relocation process. (If you wish to abort this process, select the Cancel Option. The program then returns to the Relocation Menu Screen.)

    (10)   Step 10. Select the Scanner Option from the Relocation Menu Screen.

    (11)   Step 11. Select the Scanner Maintenance Option on the Scanner Submenu.

    (12)   Step 12. Select the All Scanners Option or the Selected Scanner Option.

    (13)   Step 13. Select the Edit Option from the Scanner Maintenance screen. (If you wish to abort this process, select the Cancel Option. The program then returns to the Relocation Menu Screen.)

    (14)   Step 14. Enter your user ID and then the number of the scanner if you selected only one.

(15)   Step 15. To access the record you wish to edit, proceed as follows;

    (a)   If you previously selected the All Scanners Option, accomplish the following;

        (1)   Select whether you wish to view records in a NIIN-and-then-location sequence or in a location-and-then-NIIN sequence.

        (2)   Use the First, Previous, Next, or Last Option, as necessary, to access the record you wish to edit.

    (b)   If you did not select the All Scanners Option, accomplish the following;

        (1)   Use the mouse to select the down arrow next to the Record Selection Data Block (Search By) to view the options available.

        (2)   Select either the NIIN or Location Option.

        (3)   Enter the NIIN or location you wish to access and select the Search Option.

(16)   Step 16. Correct the data as necessary by typing over it to select the Delete Option to remove the record from the file.

(17)   Step 17. Select the Update Option to save the changes.

      NOTE: The only data you can change are the NIIN, location, FSC, and SMIC.

(18)   Step 18. Select the Done Option when you finish editing records to exit from this process.

(19)   Step 19. Select the Cancel Option to exit from the Scanner Maintenance Menu Screen.

(20)   Step 20. Proceed to the next paragraph to continue this relocation process.

8.   Generate Reports.

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│ ▬          IBS V 4.0 - USS GEORGE WASHINGTON            ▼     │
│  Schedule    Scanner    Host    Reports    Help               │
│                                                              │
│        ┌──────────────────────────────────────────┐          │
│        │ ▬          Relocation Report Selection    │          │
│        │                                           │          │
│        │  ┌─────────────────────────────────────┐  │          │
│        │  │ ☐  Matched Removed and Stow Records │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  Removed Items Not Stowed         │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  Stowed Items Not Removed         │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  Quantity Discrepancies           │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  Completed Records                │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  Material Not Found Report        │  │          │
│        │  │                                     │  │          │
│        │  │ ☐  All Reports                      │  │          │
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│        │  ┌──────┐ ┌──────┐ ┌─────┐ │ Print to :  │ │          │
│        │  │ 🖶    │ │ ⊘    │ │ ?   │ │ ◉ Printer   │ │          │
│        │  │ Print│ │Cancel│ │Help │ │ ○ Screen    │ │          │
│        │  └──────┘ └──────┘ └─────┘ └─────────────┘ │          │
│        └──────────────────────────────────────────┘          │
│                                    [Ins] [Num]  4:45:07 pm   │
└──────────────────────────────────────────────────────────────┘
```

LACRC17_05
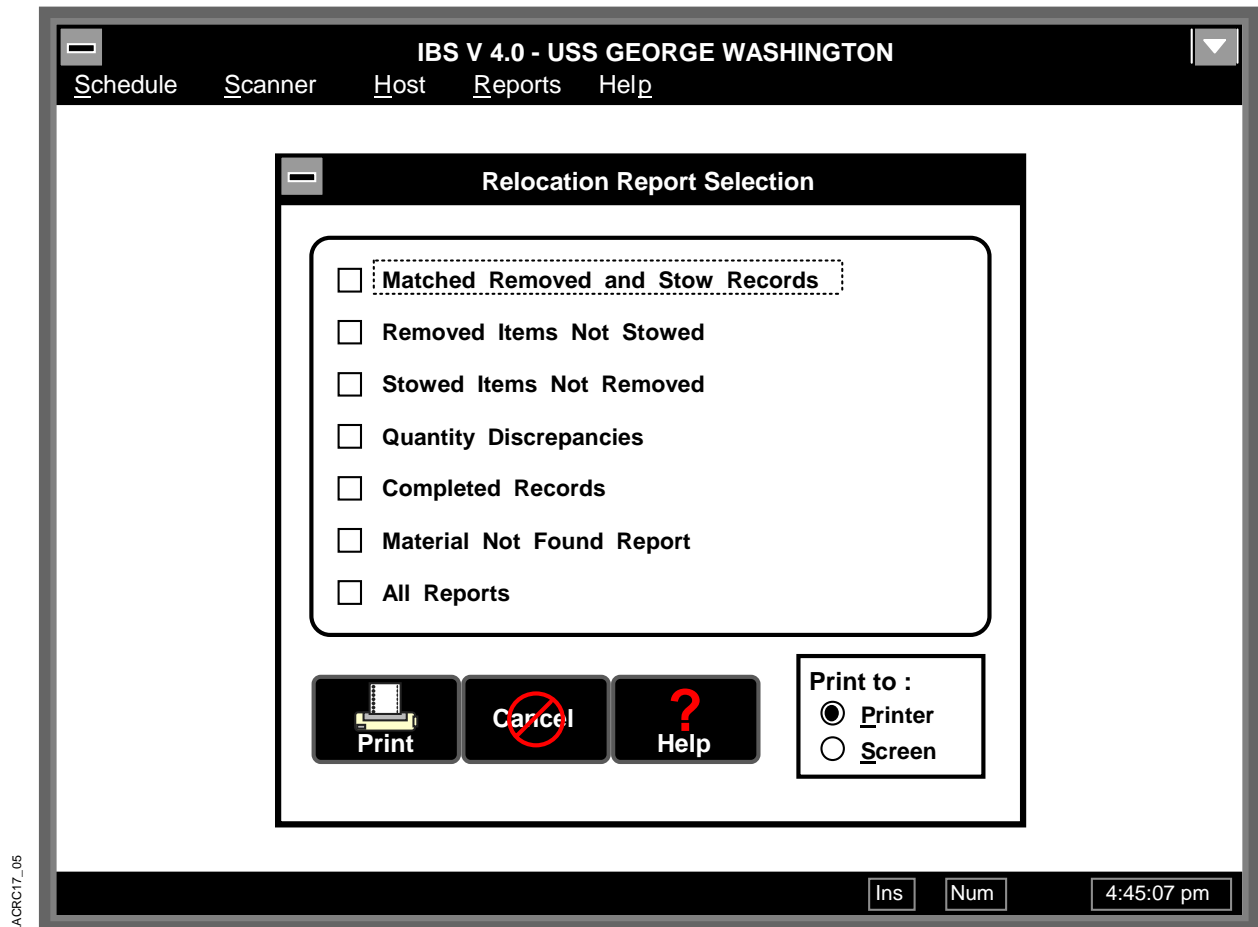
Figure 26

a.   **General.** This function allows you to select to print these reports at any point after
you transfer data from the scanner and accept it.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Select the Schedule Option from the Relocation Menu Screen.

(2)   Step 2. Choose the Select Relocation to Use Option from the Schedule
Submenu.

(3)   Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a relocation process that you already *completed* or *cancelled*, select one of those options.)

(4)   Step 4. Type in the file name of the relocation process for which you wish to print reports or simply select it from the list on the screen.

(5)   Step 5. Next, select the OK Option to continue this relocation process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Relocation Menu Screen.)

(6)   Step 6. Select the Reports Option from the Relocation Menu Screen.

(7)   Step 7. Select the reports you require from those that appear on the screen.

(8)   Step 8. Select whether you wish to send report data to the printer or to the screen for viewing only.

(9)   Step 9. Select the Print Option to continue this process (or the Cancel Option to abort it).

(10)   Step 10. Proceed to the next paragraph to continue this relocation process after the reports finish printing.

9.   Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous. Proceed to the next paragraph to continue this relocation process.

10.   Edit Output Data.

IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION - TESTER

Schedule   Scanner   Host   Reports   Help

Edit Recon Data

Selected Reloc. Name   TESTER
User Identification   KJ9480
Scanner Number   1

NIIN   999999999
Location   HJ3422
Qty   1
Remove/Stow

Sequence to View

● NIIN then Location
○ LOCATION then NIIN

| First | Prev | Next | Last | Update | Delete | Done | Help |

Rel_disc   Record: 1/1   Exclusive   Ins   Num   12:49:01 pm

LACRC16_06

Figure 27

a.   **General.** This function allows you to edit records that have file discrepancies. The
     IBS Program automatically generates adjustment transactions (DI X09) for all items
     that require location changes during the relocation process. (If the number of changes
     in the file is small, process them through SUADPS-RT interactively instead of
     transferring the file to the Host for batch processing.)

b.   **Processing.** The procedures for this process are as follows:

     (1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu
           Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

(8)   Step 8. Select the file name of the relocation process for which you wish to correct data.

(9)   Step 9. Select the OK Option to continue this relocation process. (If you wish to abort this process, select the Cancel Option. This program then returns to the Relocation Menu Screen.)

(10)   Step 10. Select the Schedule Option from the Relocation Menu Screen.

(11)   Step 11. Select the Relocation Option on the Schedule Submenu.

(12)   Step 12. Select whether you wish to view records in a NIIN-and-then-location sequence or in a location-and-then-NIIN sequence.

(13)   Step 13. Use the First, Previous, Next, or Last Option to access the record you wish to edit.

(14)   Step 14. Correct the data as necessary by typing over it or select the Delete Option to remove the record from the file.

(15)   Step 15. Select the Update Option to save the changes.

> **NOTE:** The only data you can change are the NIIN, location, and quantity.

(16) Step 16. Select the Done Option when you finish editing records to exit from this process.

(17) Proceed to the next paragraph to continue this relocation process.

11. Transfer Adjustment Data to the Host.

▬		**IBS V 4.0 - USS GEORGE WASHINGTON**			▲ ▼

Schedule	Scanner	Host	Reports	Help

Transfer To Host

CONSFGB19_30

Transfer Data to the DPS6 from the PC   Ins   Num   4:44:23 pm

Figure 28

a. **General.** This function allows you to transfer data to the Host for batch processing once you rectify all discrepancies.

b. **Processing.** The procedures for this process are as follows:

(1)   Step 1. Select the Schedule Option from the Relocation Menu Screen.

(2)   Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Transfer or Suspend Records

Transfer   **Suspend**

CONSFGB19_31

Rel_disc   Record: None   Exclusive   Ins   Num   4:54:19 pm

Figure 29

RELOCATION

(3)   Step 3. Select the file name of the relocation process for which you wish to transfer data.

(4)   Step 4. Select the OK Option to continue this relocation process. (If you wish to abort this process, select the Cancel Option. The program then returns to the Relocation Menu Screen.)

(5)   Step 5. Select the Host Option on the Schedule Submenu.

(6)   Step 6. Select the Transfer to Host Option from the Host Submenu. Ensure you forward the name of the file you transfer to the SUADPS-RT FAS for batch processing.

(7)   Step 7. Select the Transfer Option to continue. Once the transfer process is complete, the system returns to the Relocation Menu Screen. This concludes the relocation process.

E.   RELOCATION REPORTS

1.   Matched Removed and Stowed Report.

| 30 AUG 95 (5242) | | | | | | | | | |
| RELOC1 - IBS REWRITE RELOCATION | | RELOCATION MODULE MATCHED REMOVED AND STOW RECORDS | | | | | | PAGE 1 NIIN SEQUENCE | |

STOCK NUMBER	*******REMOVED******* LOCATION	QUANTITY	*******STOWED******* LOCATION	QUANTITY	**DATE TRANSFERRED** TO PC TO HOST		SCANNER USER ID	**LABELS** NIIN	LOC
2925-00-876-9692DQ	A001A1	2	RP0001	4	5242		SR3518	4	1
	D032E5	1			5242				
	E132B4	1			5242				
2925-00-876-9692DQ	C00016	4		4	5242		SR3518	6	2
	C00017	2			5242				

TOTAL RECORDS FOR THIS REPORT: 2

Figure 30

a.   **Features.** This report provides the following data for items the system selected for relocation:

(1)   Stock Number. This data field shows the stock number of an item whose removal and stowage data agree.

(2)   Removed Location. This data field shows the location from which you removed the item above.

(3)   Removed Quantity. This data field shows the quantity of the item above that you removed.

(4)   Stowed Location. This data field shows the location into which you stowed the item above.

(5)   Stowed Quantity. This data field shows the quantity of the item above that you stowed in the new location.

(6)   Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

(7)   Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

(8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

(9)   Labels NIIN. This data field shows the number of location labels you require for the item above.

(10) Labels Loc. This data field shows the number of location labels you require for the item above.

(11) Total Records for This Report. This data field shows the total number of records on this report.

Use this report for review and information only. Retain a copy on file because it provides record-count statistics for each individual. Use this report when you lose data on scanners and when you can no longer retrieve data.

b.   **Distribution.** Provide this report daily to the Relocation Supervisor.

2.   **Removed Items Not Stowed Report.**

30 AUG 95 (5242)			RELOCATION MODULE				PAGE 1
RELOC1 - IBS REWRITE RELOCATION			REMOVED ITEMS NOT STOWED				NIIN SEQUENCE
	*******REMOVED******		*******STOWED*******		**DATE TRANSFERRED**	SCANNER	**LABELS**
STOCK NUMBER	LOCATION	QUANTITY	LOCATION	QUANTITY	TO PC TO HOST	USER ID	NIIN LOC
6610-00-215-4924FZ	MO0142	2			5242	SR3518	
6610-00-531-5387FZ	CR0042	6			5242	SR3518	
2995-01-316-0728AZ	BHLK01	2			5242	SR3518	
TOTAL RECORDS FOR THIS REPORT:		3					

Figure 31

a.   **Features.** This report provides the following data for items the system selected for relocation:

(1)   Stock Number. This data field shows the stock number of an item that you removed from a location but did not stow in another.

(2)   Removed Location. This data field shows the location from which you removed the item above.

(3)   Removed Quantity. This data field shows the quantity of the item above that you removed.

(4)   Stowed Location. This data field shows the location into which you should stow the item above.

(5)   Stowed Quantity. This data field shows the quantity of the item above that you should stow in the new location.

(6)   Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

(7)   Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

(8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

(9)   Labels NIIN. This data field shows the number of NSN labels you require for the item above.

(10)   Labels Loc. This data field shows the number of location labels you require for the item above.

(11)   Total Records for This Report. This data field shows the total number of records on this report.

b.   **Research Requirments.** Research the records on this report while keeping the following in mind: Did personnel complete this process?

(1)   If not, data on scanners may still require transfer to the PC.

(2)   If the audit is complete, conduct spot inventories to verify whether adjustments are necessary.

c.   **Distribution.** This report requires distribution as follows:

(1)   Daily to the Relocation Supervisor,
(2)   Daily to the Stock Control Officer,
(3)   Daily to the Material Division Officer,
(4)   Daily to the Aviation Support Officer,
(5)   Daily to the Quality Assurance Officer,
(6)   Weekly to the Stores Officer.

3.   **Quantity Discrepancies Report.**

30 AUG 95 (5242) RELOC1 - IBS REWRITE RELOCATION			RELOCATION MODULE QUANTITY DISCREPANCIES					PAGE 1 NIIN SEQUENCE
STOCK NUMBER	*******REMOVED******* LOCATION	QUANTITY	*******STOWED******* LOCATION	QUANTITY	**DATE TRANSFERRED** TO PC TO HOST		SCANNER USER ID	**LABELS** NIIN LOC
6610-LL-L80-2698AZ	CR0132	3	RP0136	2	5242		SR3518	2 1

NOTE: THESE STOCK NUMBERS SHOULD HAVE SPOT INVENTORIES PROCESSED IN ORDER TO PREVENT
         POSSIBLE INVENTORY DISCREPANCIES.

TOTAL RECORDS FOR THIS REPORT: 1

Figure 32

a.   **Features.** This report provides the following data for items the system selected for relocation:

(1)   Stock Number. This data field shows the stock number of an item that you removed from a location whose removal quantity differs from the stowage quantity.

(2)   Removed Location. This data field shows the location from which you removed the item above.

(3)   Removed Quantity. This data field shows the quantity of the item above that you removed.

(4)   Stowed Location. This data field shows the location into which you stowed the item above.

(5)   Stowed Quantity. This data field shows the quantity of the item above that you stowed in the new location.

(6)   Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

(7)   Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

(8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

(9)   Labels NIIN. This data field shows the number of NSN labels you require for the item above.

(10)   Labels Loc. This data field shows the number of location labels you require for the item above.

(11)   Total Records for This Report. This data field shows the total number of records on this report.

b.   **Research Requirements.** Research the records on this report while keeping the following in mind:

(1)   Did personnel key in the quantity incorrectly to the scanner during this relocation?

(2)   Is the process complete:

(a) If not, material may still be in transit to the specific storeroom for storage.

(b) If the process is complete, conduct spot inventories to verify whether adjustments are necessary.

c.   **Distribution.** This report requires distribution as follows:

(1)   Daily to the Relocation Supervisor,
(2)   Daily to the Stock Control Officer,
(3)   Daily to the Material Division Officer,
(4)   Daily to the Aviation Support Officer,
(5)   Daily to the Quality Assurance Officer,
(6)   Weekly to the Stores Officer.

4.　Stowed Items Not Removed Report.

STOCK NUMBER	*******REMOVED******* LOCATION QUANTITY		*******STOWED******* LOCATION QUANTITY		**DATE TRANSFERRED** TO PC　TO HOST		SCANNER USER ID	**LABELS** NIIN　LOC	
2925-00-215-4924FZ			RP0001	4	5242		SR3518	1	1
1661-01-316-0728BE			RP0042	6	5242		SR3518	2	0

30 AUG 95 (5242) — RELOCATION MODULE — PAGE 1
RELOC1 - IBS REWRITE RELOCATION — STOWED ITEMS NOT REMOVED — NIIN SEQUENCE

TOTAL RECORDS FOR THIS REPORT:　　2

Figure 33

a.　**Features.** This report provides the following data for items the system selected for relocation:

(1)　Stock Number. This data field shows the stock number of an item for which you processed stowage information but did not process removal information.

(2)　Removed Location. This data field shows the location from which you removed the item above.

(3)　Removed Quantity. This data field shows the quantity of the item above that you removed.

(4)　Stowed Location. This data field shows the location into which you stowed the item above.

(5)　Stowed Quantity. This data field shows the quantity of the item above that you stowed in the new location.

(6)　Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

(7)　Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

(8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

(9)   Labels NIIN. This data field shows the number of NSN labels you require for the item above.

(10)   Labels Loc. This data field shows the number of location labels you require for the item above.

(11)   Total Records for This Report. This data field shows the total number of records on this report.

b.   **Research Requirements.** Research the records on this report while keeping the following in mind: Did personnel complete the process?

(1)   If not, there may still be scanners that require transfer of data to a PC.

(2)   If the process is complete, conduct spot inventories to verify whether adjustments are necessary.

c.   **Distribution.** This report requires distribution as follows:

(1)   Daily to the Relocation Supervisor,
(2)   Daily to the Stock Control Officer,
(3)   Daily to the Material Division Officer,
(4)   Daily to the Aviation Support Officer,
(5)   Daily to the Quality Assurance Officer,
(6)   Weekly to the Stores Officer.

5.   Material Not Found Report.

30 AUG 95 (5242)	RELOCATION RECONCILIATION MODULE		PAGE 1
RELOC1 - IBS REWRITE RELOCATION	MATERIAL NOT FOUND REPORT		NIIN SEQUENCE

STOCK NUMBER	*******REMOVED******* LOCATION QUANTITY	*******STOWED******* LOCATION QUANTITY	**DATE TRANSFERRED** TO PC TO HOST	SCANNER USER ID
6610-00-215-4924FZ	D163G7 4		5242	SR3518
6610-00-218-4924FZ	MO0142 2		5242	SR3518
6610-00-531-5387FZ	CR0042 6		5242	SR3518

TOTAL RECORDS FOR THIS REPORT: 3

LACRC8_12

Figure 34

a.   **Features.** This report provides the following data for items the system selected for relocation:

(1)   Stock Number. This data field shows the stock number of an item that you were unable to find in its location.

(2)   Removed Location. This data field shows the location from which you need to remove the item above.

(3)   Removed Quantity. This data field shows the quantity of the item above that you need to remove.

(4)   Stowed Location. This data field shows the location into which you need to stow the item above.

(5)   Stowed Quantity. This data field shows the quantity of the item above that you need to stow in the new location.

(6)   Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

      (7)   Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

      (8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

      (9)   Total Records for This Report. This data field shows the total number of records on this report.

    b.   **Research Requirements.** Research the records on this report while keeping the following in mind: Did personnel complete this process?

      (1)   If not, there may be scanners that still require transfer of data to a PC.

      (2)   If the process is complete, conduct spot inventories to verify that adjustments are necessary.

    c.   **Distribution.** This report requires distribution as follows:

      (1)   Daily to the Relocation Supervisor,
      (2)   Daily to the Stock Control Officer,
      (3)   Daily to the Material Division Officer,
      (4)   Daily to the Aviation Support Officer,
      (5)   Daily to the Quality Assurance Officer,
      (6)   Weekly to the Stores Officer.

6.   Completed Records Report.

30 AUG 95 (5242)			RELOCATION MODULE				PAGE 1
RELOC1 - IBS REWRITE RELOCATION			COMPLETED RECORDS				NIIN SEQUENCE
	*******REMOVED*******		*******STOWED*******		**DATE TRANSFERRED**		SCANNER
STOCK NUMBER	LOCATION	QUANTITY	LOCATION	QUANTITY	TO PC	TO HOST	USER ID
6610-00-215-4924FZ	D163G7	4	RP0001	4	5240	5242	SR3518
610-00-218-4924FZ	MO0142	2	RP0123	2	5240	5242	SR3518
6610-00-531-5387FZ	CR0042	6	RP0001	6	5240	5242	SR3518
2925-00-876-9692DQ	A001A1	2	RP0001	4	5240	5242	SR3518
	D032E5	1		6	5240	5242	SR3518
	E132B4	1		2	5240	5242	SR3518
1161-00-913-1823FZ	C00016	4	RP0042	6	5240	5242	SR3518
	C00017	2					
2995-01-316-0728AZ	BHLK01	2	RP0075	2	5240	5242	SR3518
2995-01-316-0729BE	RMBLK9	6	RP0042	6	5240	5242	SR3518
6610-LL-L80-2698AZ	CR0132	2	RP0136	2	5240	5242	SR3518

TOTAL RECORDS FOR THIS REPORT: 8

LACRC18_13

Figure 35

a.   **Features.** This report provides the following data for items the system selected for relocation:

    (1)   Stock Number. This data field shows the stock number of an item that you successfully relocated.

    (2)   Removed Location. This data field shows the location from which you removed the item above.

    (3)   Removed Quantity. This data field shows the quantity of the item above that you removed.

    (4)   Stowed Location. This data field shows the location into which you stowed the item above.

    (5)   Stowed Quantity. This data field shows the quantity of the item above that you stowed in the new location.

    (6)   Date Transferred to PC. This data field shows the date on which you transferred data from the scanner to the PC for the item above.

    (7)   Date Transferred to Host. This data field shows the date on which you transferred data from the PC to the Host (SUADPS-RT) for the item above.

    (8)   Scanner User ID. This data field shows the identification number of the person conducting this process.

    (9)   Total Records for This Report. This data field shows the total number of records on this report.

b.   **Research Requirements.** This report is for information and review only. Retain a copy on file as it provides each individual with record count statistics. Use this report when you lose scanner data and when you can no longer retrieve it.

c.   **Distribution.** This report requires distribution as follows:

    (1)   Daily to the Relocation Supervisor,
    (2)   Weekly to the Stock Control Officer,
    (3)   Weekly to the Material Division Officer,
    (4)   Weekly to the Aviation Support Officer,
    (5)   Weekly to the Quality Assurance Officer,
    (6)   Weekly to the Stores Officer,
    (7)   Weekly to the Supply Officer.

F.   RELATED PROCEDURES

1.   Generate Bar-code Labels.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▬      IBS V 4.0 - USS GEORGE WASHINGTON - Label Printing      ▲ ▼ │
│ File    Help                                                           │
│                                                                        │
│ Edit    CTRL+E                                                         │
│ Print   CTRL+P    NSNs                                                 │
│ Printer Setup     Locations                                           │
│ Exit    SHIFT+F4                                                      │
│                                                                        │
│                                                                        │
│                                                                        │
│                                               Ins    Num    7:14:37 am │
└──────────────────────────────────────────────────────────────────────┘
```
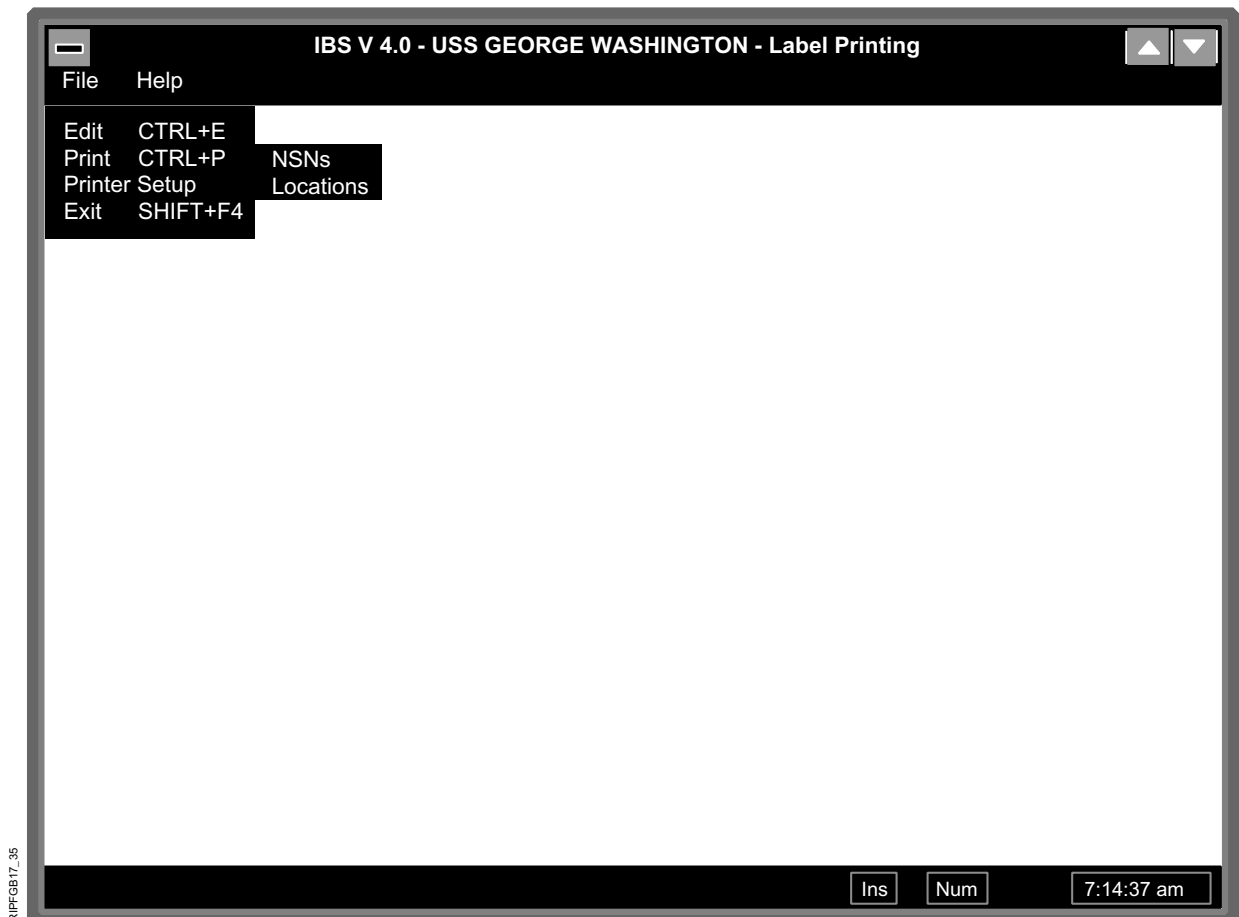
Figure 36

    a.   General. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label.

    b.   Processing. The procedures for this process are as follows:

        (1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).
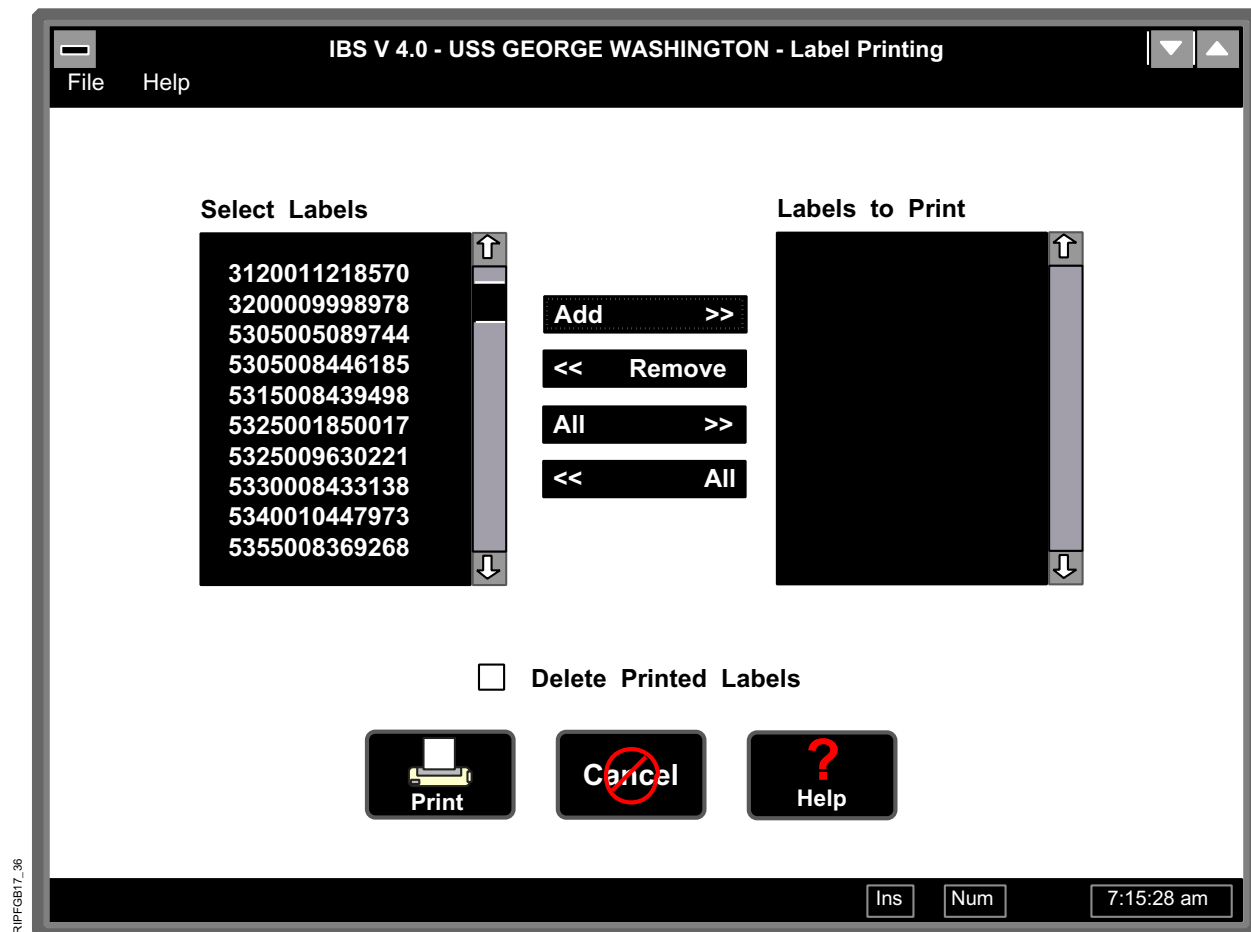
Figure 37

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Ensure you connected the IBS label printer to the PC correctly and then, select the Label Printing Option also on the IBS Main Menu Screen.

(6)   Step 6. Select the File Option from the Label Printing Menu Screen.

(7)   Step 7. Select the Print Option from the File Submenu and the NSNs or
        Locations Option from the Print Submenu.

(8)   Step 8. Select the particular label you wish to print and then select the Add
        Option. (The NSN record automatically moves from the Select Labels Column
        to the Labels to Print Column.) If you wish to print labels for more than one
        NSN record, hold down the SHIFT key as you select the various records.

        NOTE: If you wish to print all labels in the Select Labels Column, select the
                 appropriate All Option. If you wish to remove a record from the Labels
                 to Print Column, select it and then the Remove Option. If you wish to
                 remove all records from the Labels to Print Column, select the
                 appropriate All Option.

(9)   Step 9. Select the Delete Printed Labels Option if you wish to erase the records
        from file after printing.

(10)   Step 10. Select the Print Option to continue. (If you select the Cancel Option,
        the program aborts this process without printing labels.)

(11)   Step 11. When the labels finish printing, forward them to the appropriate
        storage area.

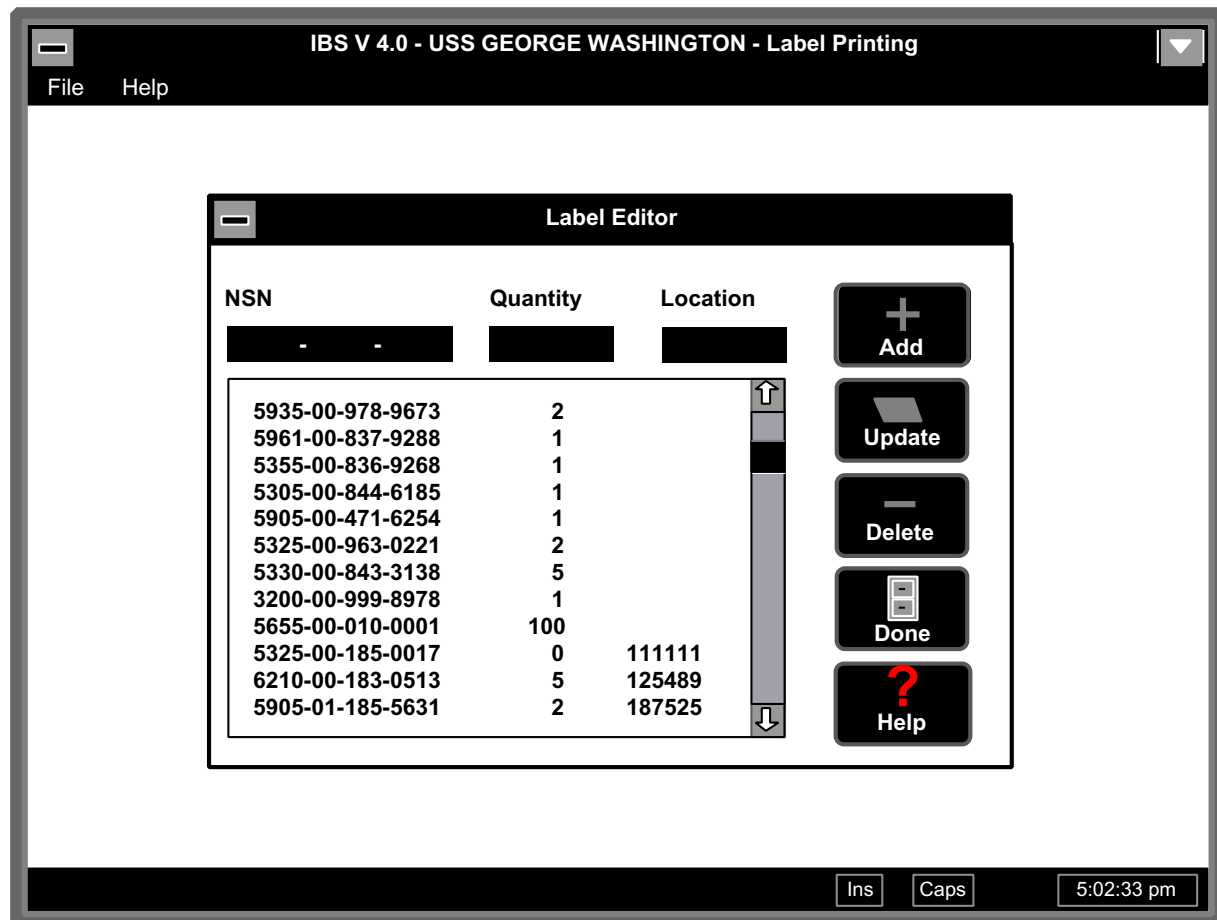
2.   Edit Bar-code Labels.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ▬    IBS V 4.0 - USS GEORGE WASHINGTON - Label Printing              ▼ │
│ File    Help                                                              │
│                                                                          │
│        ┌──────────────────────────────────────────────────────┐         │
│        │ ▬                  Label Editor                       │         │
│        │                                                       │         │
│        │  NSN            Quantity        Location     ┌──────┐ │         │
│        │  ┌──────────┐  ┌────────┐   ┌────────┐      │  +   │ │         │
│        │  │   -   -  │  │        │   │        │      │ Add  │ │         │
│        │  └──────────┘  └────────┘   └────────┘      └──────┘ │         │
│        │  ┌───────────────────────────────────┐ ⇧  ┌──────┐ │         │
│        │  │ 5935-00-978-9673    2             │    │  ▱   │ │         │
│        │  │ 5961-00-837-9288    1             │    │Update│ │         │
│        │  │ 5355-00-836-9268    1             │    └──────┘ │         │
│        │  │ 5305-00-844-6185    1             │    ┌──────┐ │         │
│        │  │ 5905-00-471-6254    1             │    │  —   │ │         │
│        │  │ 5325-00-963-0221    2             │    │Delete│ │         │
│        │  │ 5330-00-843-3138    5             │    └──────┘ │         │
│        │  │ 3200-00-999-8978    1             │    ┌──────┐ │         │
│        │  │ 5655-00-010-0001    100           │    │ Done │ │         │
│        │  │ 5325-00-185-0017    0    111111   │    └──────┘ │         │
│        │  │ 6210-00-183-0513    5    125489   │    ┌──────┐ │         │
│        │  │ 5905-01-185-5631    2    187525 ⇩ │    │  ?   │ │         │
│        │  └───────────────────────────────────┘    │ Help │ │         │
│        └──────────────────────────────────────────────────────┘         │
│                                              │Ins│ │Caps│  │5:02:33 pm│ │
└──────────────────────────────────────────────────────────────────────────┘
```

RIPFGB17_37

Figure 38

a.   **General.** This function allows you to modify bar-code records in the Print File or to add or delete records.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

RELOCATION

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6)   Step 6. Select the File Option from the Label Printing Menu Screen.

(7)   Step 7. Select the Edit Option from the File Submenu.

(8)   Step 8. Select the record you wish to modify or delete from those that appear on the screen.

(9)   Step 9. Select the data field you wish to edit, type over that data, and then select the Update Option.

NOTE: If you wish to add a record, select the Add Option, then select the NSN data field and begin typing in data. When you finish, select the Update Option to input the record to the file. If you wish to delete a record, select the record and then the Delete Option.

(10)   Step 10. When you finish editing, select the Done Option to save your edits.

3.   Select a Bar-code Printer Setup.

Figure 39

a.   **General.** This function allows you to set up the type of printer you will use to
produce bar-code labels.

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main
Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the
IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu
        Screen.

(4)   Step 4. Enter the password you selected for this process. This is a five- to
        eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Label Printing Option from the same IBS Main Menu
        Screen.

(6)   Step 6. Select the File Option from the Label Printing Menu Screen.

(7)   Step 7. Select the Printer Setup Option from the File Submenu.

(8)   Step 8. Select a printer from those shown on the screen and then select the OK
        Option. (If you select the Cancel Option, the program aborts this process
        without selecting a printer.)
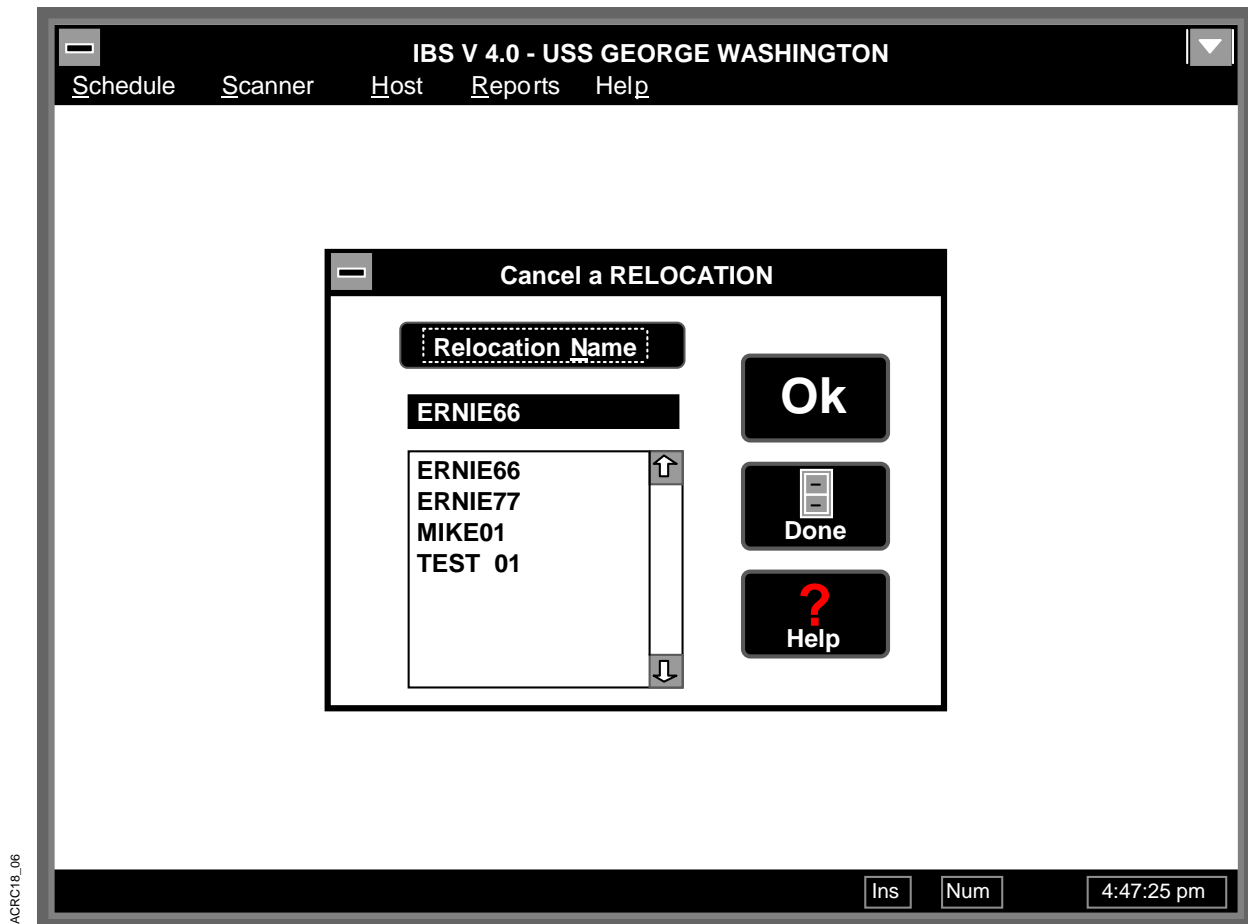
4.   Cancel the Process.

Figure 40

a.   **General.** This function allows you to permanently stop a relocation job that is currently in process. (The program automatically removes from active status any process that completes successfully.)

b.   **Processing.** The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu
        Screen. This is a six- to eight-character code that identifies each individual
        operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to
        eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Relocation Option from the IBS Main Menu Screen.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Select the Cancel Relocation in Process Option from the Schedule
        Submenu.

(8)   Step 8. Select the filename of the process you wish to cancel.

(9)   Step 9. Select the Delete Option to cancel the process on the active file.

(10)   Step 10. The program then prompts you to ensure this is the process you wish
        to cancel. Select the Yes Option to finalize the cancellation process. (If you
        select the No Option, the system will abort this cancellation process without
        removing the process from active status.)

(11)   Step 11. Select the Done Option to conclude this process.
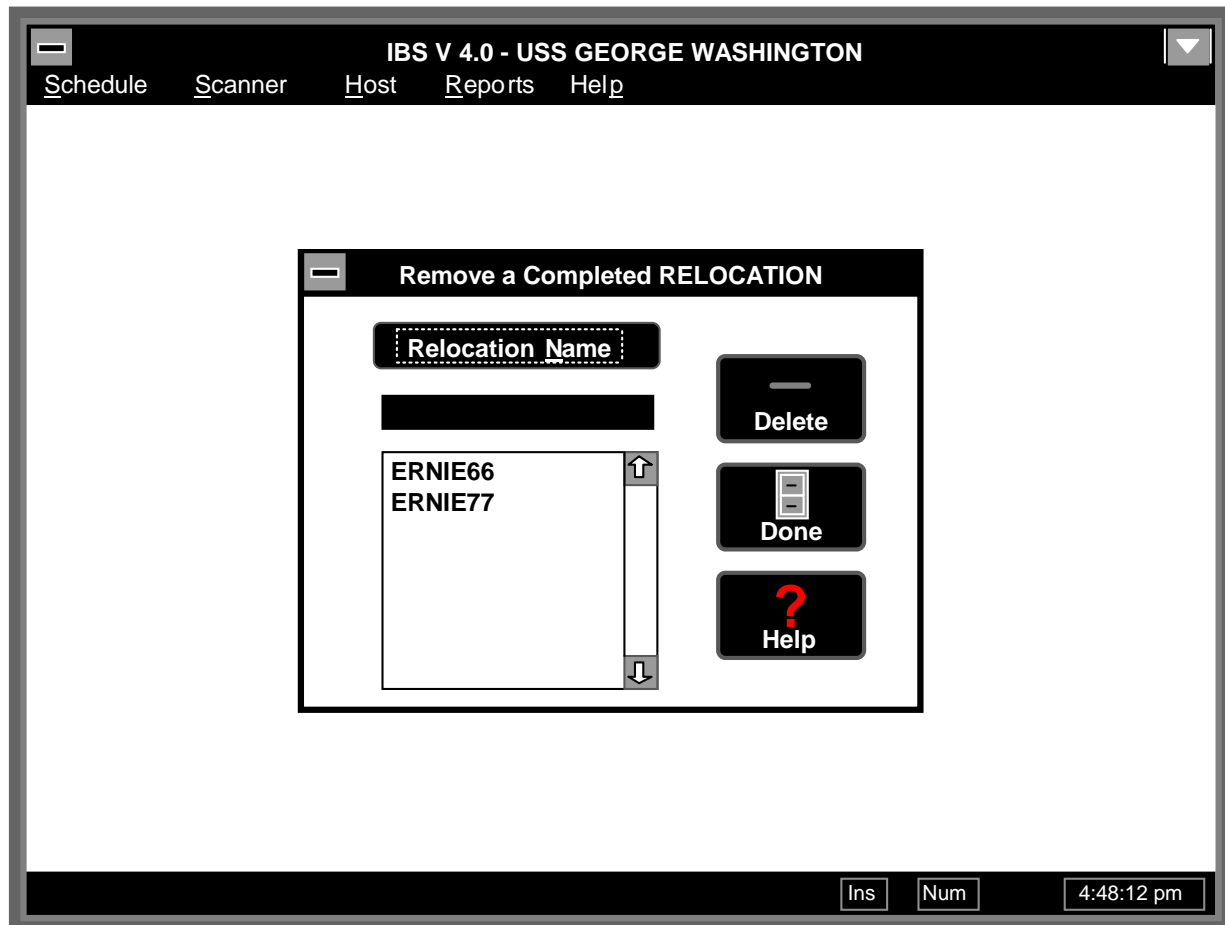
5.   Remove the Process.

Figure 41

    a.   General. This function allows you to remove a relocation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes.

    b.   Processing. The procedures for this process are as follows:

        (1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Relocation Option from the IBS Main Menu Screen.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Select the Remove Completed Relocation Option from the Schedule Submenu.

(8)   Step 8. Select the filename of the process you wish to remove.

(9)   Step 9. Select the Delete Option to remove the process from the file.

(10)   Step 10. The program then prompts you to ensure this is the process you wish to remove. Select the Yes Option to finalize the removal process. (If you select the No Option, the system will abort this process without removing the process from the file.)

(11)   Step 11. Select the Done Option to conclude this process.

NOTE: The IBS Program has a purge date of 90 days after which it automatically removes from file all data for a cancelled or completed process.

6.   Check the Status of the Process.

a.   General. This function allows you to check a relocation process any time after scheduling it to verify its status.

b.   Processing. The procedures for this process are as follows:

(1)   Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2)   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3)   Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4)   Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5)   Step 5. Select the Relocation Option from the IBS Main Menu Screen to review its status.

(6)   Step 6. Select the Schedule Option from the Relocation Menu Screen.

(7)   Step 7. Select the Status Option from the Schedule Submenu.

(8)   Step 8. Select the OK Option to exit from this process after you finish reviewing status.

G.   RECOMMENDATIONS

1.   General. This section provides detailed suggestions for proper processing from the lessons we have learned in the past. It provides as well a list of the publications we consider of most importance in this particular area of expertise.

2.   Lessons Learned. The following is a list of problems we have encountered, their causes, and actions we recommend you execute as a part of routine business to prevent them:

   a.   Excessively Large C&H Listing.

   (1)   Cause. If you fail to use the IBS Program to process inventory data, you increase the probability of processing erroneous transactions. These transactions will then appear on the Listing of Unmatched Transactions for Captions C&H.

   (2)   Action. Use the IBS Program routinely to ensure the quick and accurate processing of inventory data.

   b.   Insufficient Disk Space.

   (1)   Cause. The IBS Program requires a large amount of disk space to execute efficiently. When attempting to access the IBS Program, the message "Too many applications open. Close applications, and start again." may appear.

   (2)   Action. Accomplish file clean-up procedures on your IBS PC as often as you can to ensure you always have the minimum disk requirements.

   c.   Internal Battery in Scanner Dies Unexpectedly Losing All Data Collected.

   (1)   Cause. You transferred too many records to a scanner.

   (2)   Action. Never exceed the maximum of 300 NIIN records per scanner. This will save you time and minimize the possibility of losing data.

d.   PC Locks Up When Transferring Data.

(1)   Cause. This problem is generally maintenance-related.

(2)   Action. Contact the personnel responsible for maintenance. If you require further assistance, contact MTAT personnel.

e.   Reduced Level of Charge on NiCad Battery Pack.

(1)   Cause. You repeatedly discharge the battery only partially before recharging it. Over time the battery, through this conditioning, will be unable to achieve a full charge. This problem is known as memory effect.

(2)   Action. To prevent memory effect, maintain one fully charged spare battery for every two scanners. Remove a battery from the scanner only when it indicates a low charge. Replace the battery with a fully charged battery. Recharge the battery that has a low charge. Use the discharge feature of the charging unit once a month.

f.   Scanner QA Processing Experiences Abnormal Termination.

(1)   Cause. You scheduled a large process (more than 5000 items) as a single job. *This is not the same problem as transferring too many records to one scanner.*

(2)   Action. Any time an error message appears, write it down and research the problem. If you do not understand the problem or correction, contact ADP or MTAT personnel for assistance. Do not attempt to modify, rename, or delete any IBS work files using DOS procedures.

g.   Unable to Import Data to Data Bases.

(1)   Cause. The IBS Program requires certain .pif file settings on your IBS PC to operate efficiently. If the settings are different from the standard layout, the program will not be able to import data to the data bases after transferring it from the Host.

(2)   Action. Ensure you follow the file set-up procedures as described in installation information.

h.   Windows Will Not Release Terminal Emulator.

(1)   Cause. The Windows Program may require the slight tapping of ESC and ALT key to release the terminal emulator process.

(2)   Action. Ensure you include these key strokes whenever you attempt to access the terminal emulator.

RELOCATION

3.   References. The following are the references and sources we recommend you use when you require additional information:

a.   CNAL/CNAPINST 4440.1 (Series),
b.   SUADPS-RT Support Procedures,
c.   Automated SNAP I Supply Procedures Manual (NAVSUP P-567).

H.   SMA INTEREST ITEMS

1.   General. This section provides details of the most common discrepancies found during a Supply Management Assessment (SMA). Refer to this section often to ensure you maintain your standards up to or better than those prescribed by your type commander.

2.   Relocation Management. Below is a list of some of the areas affecting the IBS Coordinator that are of high interest to supply management assessment (SMA) inspectors:

   a.   Did ship's personnel develop a plan for the fiscal year concerning the use of ISSOT assistance in conducting inventories, location audits, excess offloads, and receipt processing?

   b.   Did they submit the plan and a request to the type commander at the beginning of the fiscal year?

   c.   Did they review the Multiple Location File (MLF) and initiate steps to reduce the number of excess locations to only four or less for each item?

   d.   Did they forward Report 15 of the BMF Audit to the appropriate divisions for possible location consolidation?

   e.   Are there procedures in place to control material relocation caused by receipt processing, material movement, and consolidation?

RELOCATION

I.   CHECK-OFF LIST

1.   General. This section lists the various procedures necessary to the proper execution of your duties as the IBS Coordinator. These steps are in the sequence that will help ensure successful completion of your taskings.

2.   Material Relocation. The Relocation Program assists personnel in validating the movement of material from one particular stowage area to another. By performing this process, you reduce the number of excess locations, consolidate like material, and identify inventory discrepancies.

   a.   Process storeroom analysis reports to identify items that have locations within the primary storeroom and also outside of it. Use the consolidation process to identify those that have an excess number of locations, and those that are high- and low-movement items.

   b.   Select team members and ensure management personnel participate. Assign duties and responsibilities, making every member accountable for the project.

   c.   Develop POA&M procedures and incorporate them into a functional desk guide and lesson plans.

   d.   Conduct an equipment, hardware, and software site survey.

   e.   Conduct training on procedures and use of IBS equipment.

   f.   Identify the target storeroom for the relocation process.

   g.   Identify relocation material as follows:

      (1)   Scan material and location of removal,
      (2)   Scan material and location for restowage,
      (3)   Conduct a QA sampling.

   h.   Provide a statistical summary utilizing graphs and charts.

   i.   Use a desk-top model printer to mass produce labels or a hand-held portable to produce labels on demand or on site.

   j.   Provide a list of lessons learned and incorporate them into a functional desk guide.

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COMNAVAIRLANT

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT
PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
LESSON PLAN
SECTION 7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIC: RELOCATION
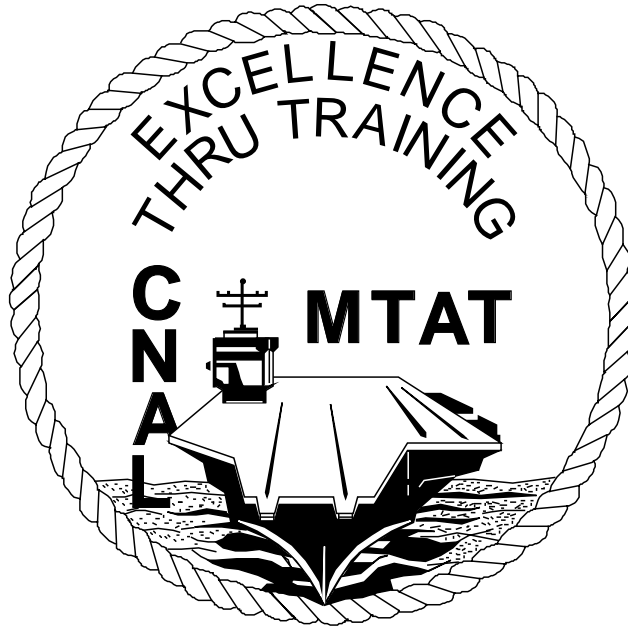

SECTION 7: LESSON PLAN

1.   Introduction. Attached to this cover sheet are the lesson plans that will allow you to train other personnel in the requirements and demands of your position. These lesson plans are the following:

   a.   IBS Coordinator Procedures for a Mass-move Relocation Process (II-C.15),
   b.   IBS Coordinator Procedures for an Item-by-Item Relocation Process (II-C.16).

 After you successfully complete your studies and earn full qualification in the relocation arena, you may begin to train other personnel in procedures and processing in this area.

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COMNAVAIRLANT

EXCELLENCE THRU TRAINING

CNAL MTAT

IBS COORDINATOR PROCEDURES FOR A MASS-MOVE RELOCATION PROCESS LESSON PLAN II-C.15

(Classroom Time 30 Minutes)

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

A. INTRODUCTION

- **General.** The Relocation (RELOC) Data Processing Module of the IBS Program assembles and validates national stock number (NSN) and location information for items you moved from one storage location to another. It then combines that information with the quantity and other data for each item and allows you to export it to SUADPS-RT. In addition, you can use this process and the reports the system generates to identify items not stowed, quantity discrepancies, and material not found. The timing of this process is essential to ensuring the location validity of an inventory. A well-managed relocation program accomplishes the following:

  - Improves inventory accuracy and supply efficiency,
  - Ensures maximum utilization of available storage space,
  - Reduces the efforts required to conduct an inventory.

- **Types of Relocation Processes.** There are two types of relocation processes available:

  - **Mass Move.** Use this option only if there is a large amount of material that requires moving and relocating.

  - **Item-by-Item.** Storage personnel use this option to move material from one location and then place it in another during routine storeroom operations.

- **Procedures.** The schedule of events for a relocation process is as follows:

  - Schedule a relocation process for a particular storage area,
  - Select the parameters for input to the PC,
  - Conduct the relocation process,
  - Transfer scanner data to the PC,
  - Process a NIIN match,
  - Transfer BMF data to the PC,
  - Update process,
  - Produce discrepancy reports and correct as necessary,
  - Transfer adjustment data to the Host.

- **Report Generation.** The IBS Program only allows you to produce cumulative reports for the relocation process. These reports contain all records that reside on relocation files. The following reports are available as a result of this process:

  - Matched Removed and Stow Records,
  - Removed Items Not Stowed,
  - Stowed Items Not Removed,
  - Quantity Discrepancies,
  - Completed Records,
  - Material Not Found Report.

B. PRESENTATION

- **Program Scanners for Processing.**

  - **General.** This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process.

  - **Mass-move Processing.** The procedures for this process are as follows:

    - Step 1. Select the Relocation Option from the Main Menu Screen on the scanner by pressing numeric key 5.

    - Step 2. Next, enter the 6- to 10-digit name of this relocation process and press the ENTER key.

    - Step 3. Select the Mass-move Option by pressing numeric key 1.

    - Step 4. Press alphabetic key Y or N as appropriate in response to the prompt "Quantity entry required?"

    - Step 5. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.

    - Step 6. Proceed to the next paragraph to continue this relocation process.
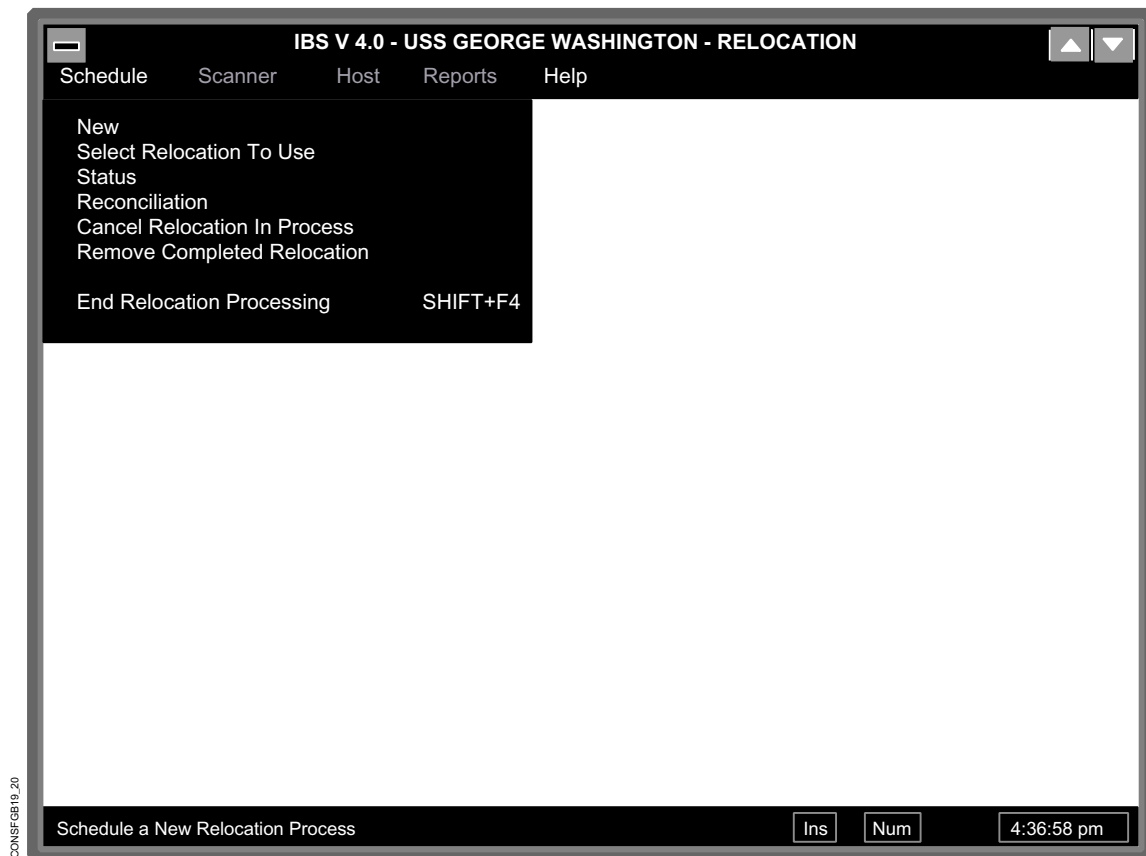
- **Schedule the Process.**

```
┌─────────────────────────────────────────────────────────────────┐
│ ▬          IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION    ▲ ▼ │
│ Schedule    Scanner    Host    Reports    Help                   │
│ ┌─────────────────────────────────────┐                         │
│ │ New                                 │                         │
│ │ Select Relocation To Use            │                         │
│ │ Status                              │                         │
│ │ Reconciliation                      │                         │
│ │ Cancel Relocation In Process        │                         │
│ │ Remove Completed Relocation         │                         │
│ │                                     │                         │
│ │ End Relocation Processing  SHIFT+F4 │                         │
│ └─────────────────────────────────────┘                         │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│ Schedule a New Relocation Process        │Ins│ │Num│  4:36:58 pm│
└─────────────────────────────────────────────────────────────────┘
```

CONSF GB19_20

Figure 1

,   **General.** This function allows you to schedule a relocation
        process on the PC. If you do not schedule a relocation process
        on the PC, the system will automatically schedule it upon
        transfer of relocation data from a scanner.

,   **Processing.** The procedures for this process are as follows:

Figure 2

✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

✦ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

✦ Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.

✦ Step 4. Enter the password you selected for this process.

✦ Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

✦ Step 6. Select the Schedule Option from the Relocation Menu Screen.

✦ Step 7. Select the New Option from the Schedule Submenu.

✦ Step 8. Enter a name for the relocation process you wish to schedule.

✦ Step 9. Enter a title for the reports the system will generate for this relocation process.

✦ Step 10. Review the data you entered and then select the OK Option to complete this process.

✦ Step 11. Proceed to the next paragraph to continue the relocation process.

- **Issue Scanners to Team Personnel.** Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

  , Scanner damage,
  , Battery failure,
  , Key entry problems.

  Proceed to the next paragraph to continue this relocation process.
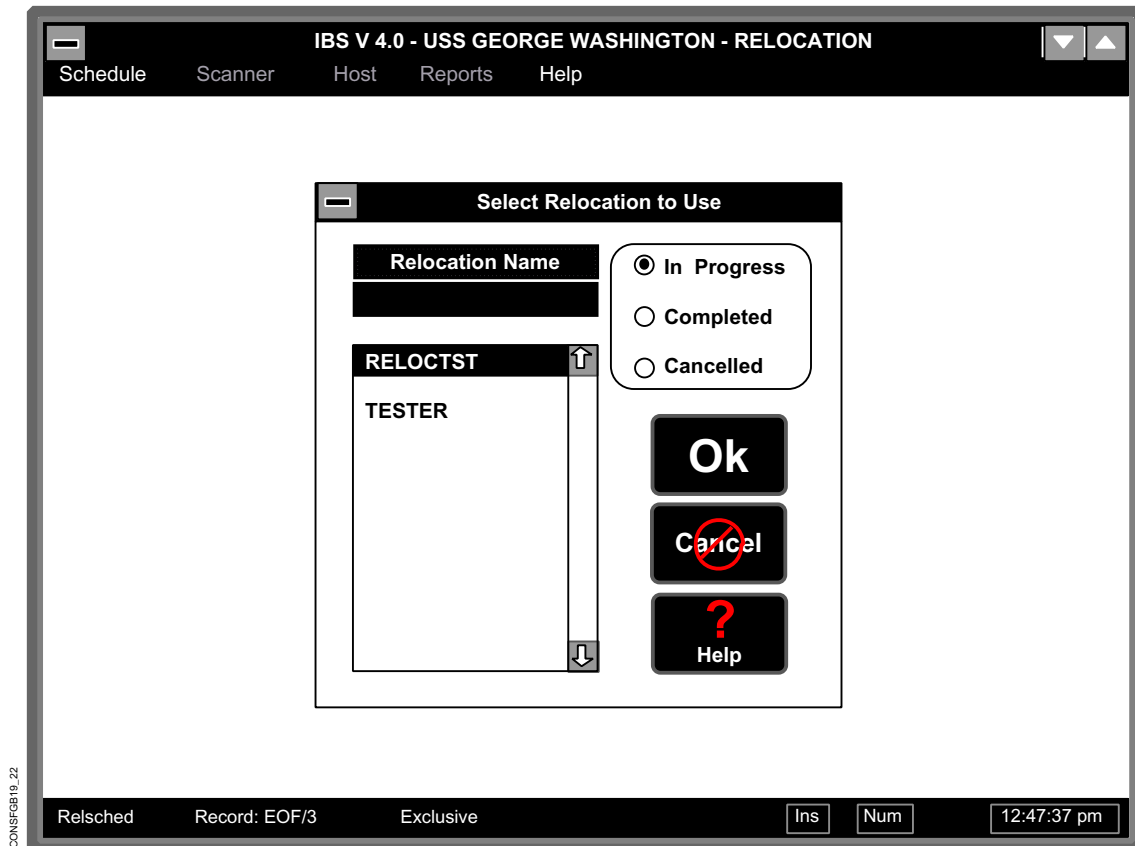
• **Transfer Data From a Scanner to the PC.**

IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION

Schedule   Scanner   Host   Reports   Help

Select Relocation to Use

Relocation Name

RELOCTST

TESTER

⊙ In Progress

○ Completed

○ Cancelled

Ok

Cancel

?
Help

CONSFGB19_22

Relsched   Record: EOF/3   Exclusive   Ins   Num   12:47:37 pm

Figure 3

, **General.** This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

```
┌─────────────────────────────────────────────────────────────────┐
│ ▬        IBS V 4.0 - USS GEORGE WASHINGTON              ▲ ▼      │
│ Schedule    Scanner    Host    Reports    Help                   │
│          ┌──────────────────────────┐                            │
│          │ Transfer From Scanner     │                           │
│          │ Discrepancies To Scanner  │                           │
│          │ Scanner Maintenance       │                           │
│          └──────────────────────────┘                            │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ Transfer Location and NIIN Data From Scanners  [Ins] [Num] 4:43:47 pm │
└─────────────────────────────────────────────────────────────────┘
```

Figure 4

✦   Step 2. Select the IBS Icon from the Windows Main
      Menu Screen to initiate the IBS Program.

✦   Step 3. Enter your user ID on the IBS Main Menu
      Screen.

✦   Step 4. Enter the password you selected for this process.

✦   Step 5. Then, select the Relocation Option also on the
      IBS Main Menu Screen.

✦   Step 6. Select the Schedule Option from the Relocation
      Menu Screen.
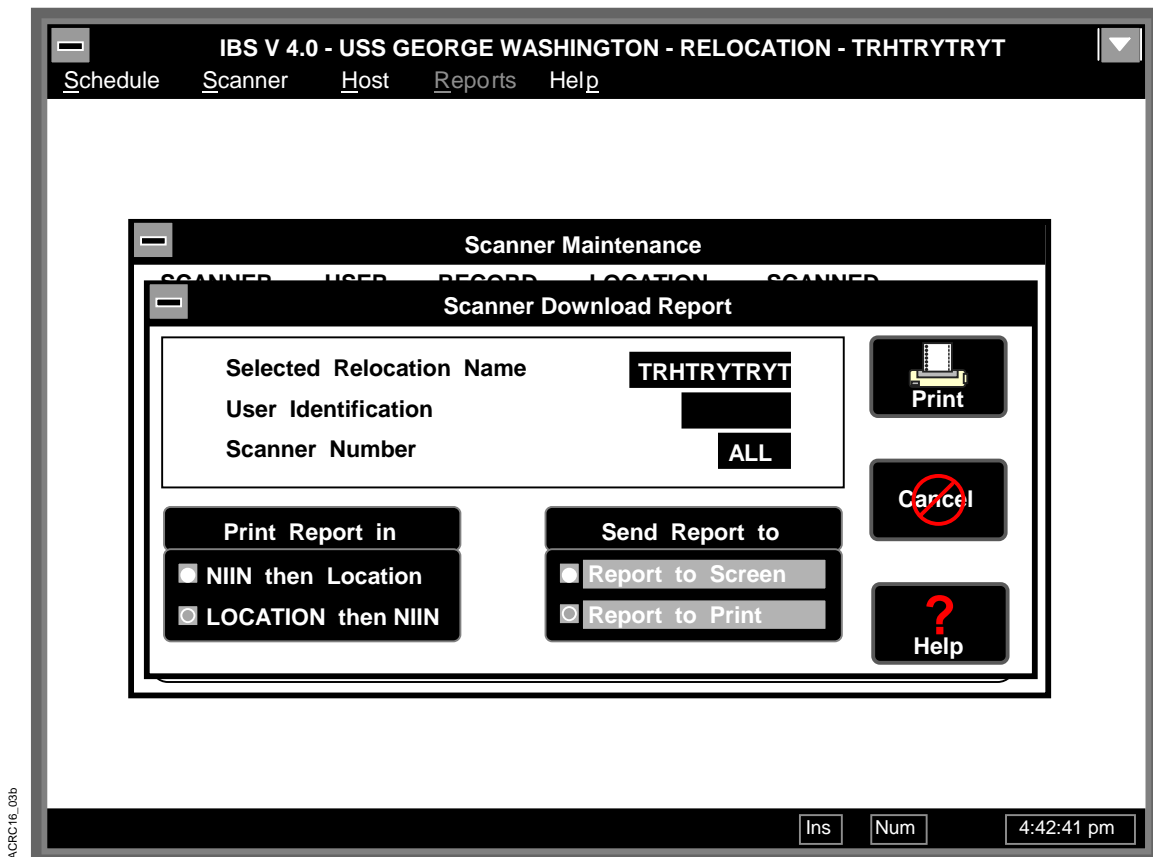
✦   Step 7. Choose the Select Relocation to Use Option from
      the Schedule Submenu.

✦ Step 8. Select the file name of the relocation process for which you wish to transfer data from the scanner to the PC.

✦ Step 9. Select the OK Option to continue processing.

✦ Step 10. Select the Scanner Option from the Relocation Menu Screen.

✦ Step 11. Select the Transfer From Scanner Option on the Scanner Submenu.

✦ Step 12. Ensure you connect the scanner download cable securely to both the PC and the scanner.

✦ Step 13. Press numeric key 6 on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

✦ Step 14. Proceed to the next paragraph to continue this relocation process.

•   **Print the Download Report.**

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Scanner Maintenance

SCANNER NUMBER	USER ID	RECORD COUNT	LOCATION BEGIN	SCANNED DATA

SELECTED RELOCATION   MIKE01

SELECTED SCANNER ALL   ◉ All Scanners   ○ Selected Scanner

Print   Edit   Accept   Delete   Cancel   Help

Ins   Num   4:51:03 pm

LACRC16_03

Figure 5

,   **General.** This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update.

,   **Processing.** The procedures for this process are as follows:

✦   Step 1. Select the Schedule Option from the Relocation Menu Screen.

Figure 6

✦ Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦ Step 3. Select the file name of the relocation process for which you wish to generate data-transfer reports.

✦ Step 4. Select the OK Option to continue this relocation process.

✦ Step 5. Select the Scanner Option from the Relocation Menu Screen.

✦ Step 6. Select the Scanner Maintenance Option on the Scanner Submenu.

✦ Step 7. Select the All Scanners Option or the Selected Scanner Option.

✦ Step 8. Select the Print Option from the Scanner Maintenance Screen.

✦ Step 9. Enter your user ID and then the number of the scanner if you selected only one.

✦ Step 10. Select whether you wish the report in a NIIN-and-then-location sequence or in a location-and-then-NIIN sequence.

✦ Step 11. Select whether you wish to send the data for the report to the printer or to the screen for viewing only.

✦ Step 12. Select the Print Option once more to continue this process.

✦ Step 13. Proceed to the next paragraph to continue this relocation process after the printing process is complete.

• **Conduct a QA Check.**

, **General.** This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Review data transfer reports for the following:
  ✧ Duplicate records,
  ✧ Erroneous records and incorrect locations.

✦ Step 2. Research all the discrepancies you identified in the previous step.

✦ Step 3. Use the data transfer reports to randomly select records for the QA process.

✦ Step 4. Have someone, other than the personnel that originally conducted the relocation process, verify that the records selected for the QA check are correct.

✦ Step 5. Reject the data if the validity of records you checked for a particular scanner is less than requirements of established TYCOM standards.

✦ Step 6. Conduct another audit for the same range of locations as the scanner whose data you rejected.

✦ Step 7. Edit and accept the records in the Scanner Maintenance File as necessary if the validity of scanner data is unacceptable.

✦ Step 8. Proceed to the next paragraph to continue this relocation process.

•   **Edit Scanner Data.**

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Edit Scanner Data

Selected Relocation Name

User Identification

Scanner Number   0

Record Selection

ALL Records

NIIN

Location

Fsc

Smic

Remove/Stow

Sequence to View

◉ NIIN then Location
○ LOCATION then NIIN

First   Prev   Next   Last   Update   Delete   Done   Help

Rel_scan   Record: None   Exclusive   Ins   Num   4:52:01 pm

CONSFGB19_26

Figure 7

,   **General.** This function allows you to correct erroneous data
         that personnel conducting the relocation noted but were unable
         to correct on the scanner. Only you or the leader of the
         relocation team should make these corrections.

,   **Processing.** The procedures for this process are as follows:
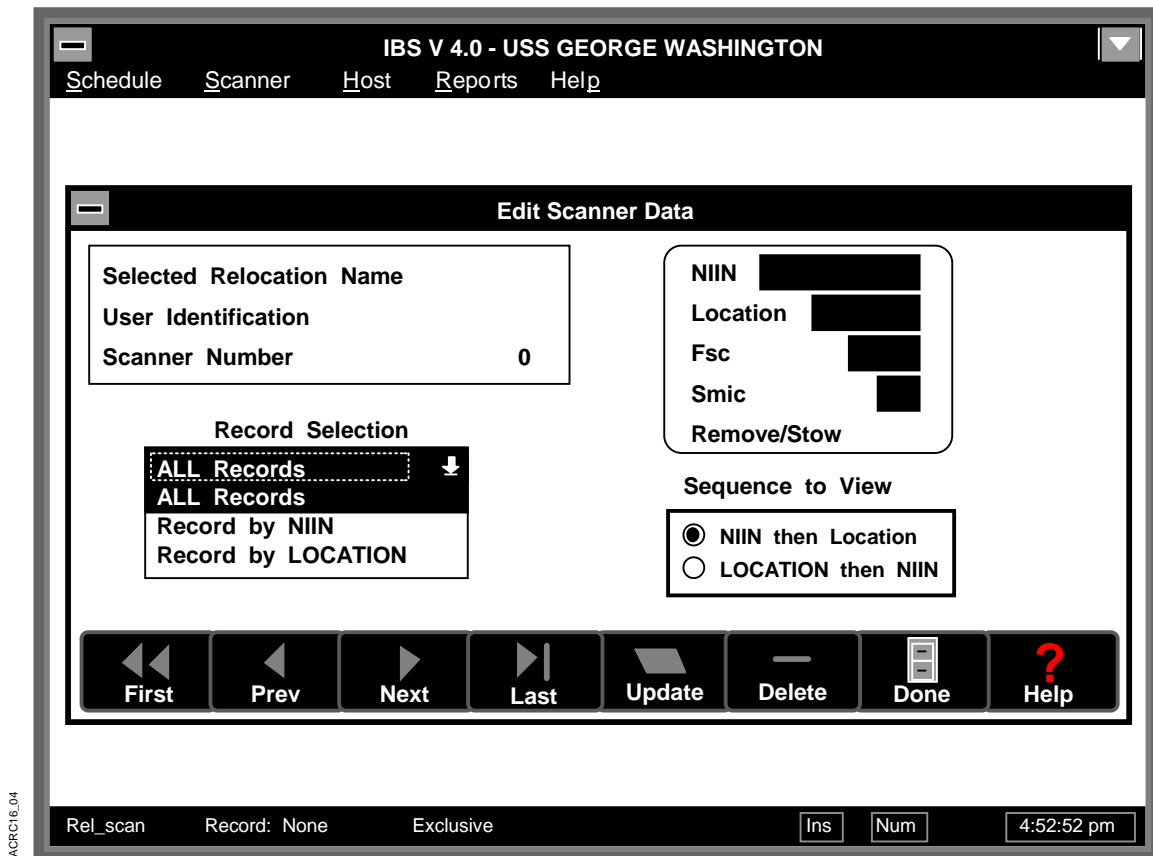
Figure 8

- ✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

- ✦ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- ✦ Step 3. Enter your user ID on the IBS Main Menu Screen.

- ✦ Step 4. Enter the password you selected for this process.

- ✦ Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

- ✦ Step 6. Select the Schedule Option from the Relocation Menu Screen.

✦   Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦   Step 8. Select the file name of the relocation process for which you wish to correct data.

✦   Step 9. Select the OK Option to continue this relocation process.

✦   Step 10. Select the Scanner Option from the Relocation Menu Screen.

✦   Step 11. Select the Scanner Maintenance Option on the Scanner Submenu.

✦   Step 12. Select the All Scanners Option or the Selected Scanner Option.

✦   Step 13. Select the Edit Option from the Scanner Maintenance Screen.

✦   Step 14. Enter your user ID and then the number of the scanner if you selected only one.

✦   Step 15. To access the record you wish to edit, proceed as follows;

       ✧   If you previously selected the All Scanners Option, accomplish the following;

            ▲   Select whether you wish to view records in a NIIN-and-then-location sequence or in a location- and-then-NIIN sequence.

            ▲   Use the First, Previous, Next, or Last Option, as necessary, to access the record you wish to edit.

✦ If you did not select the All Scanners Option, accomplish the following;

  ▲ Use the mouse to select the down arrow next to the Record Selection Data Block to view the options available.

  ▲ Select either the NIIN or Location Option.

  ▲ Enter the NIIN or location you wish to access and select the Search Option.

✦ Step 16. Correct the data as necessary by typing over it or select the Delete Option to remove the record from the file.

✦ Step 17. Select the Update Option to save the changes.

✦ Step 18. Select the Done Option when you finish editing records to exit from this process.

✦ Step 19. Select the Cancel Option to exit from the Scanner Maintenance Menu Screen.

✦ Step 20. Proceed to the next paragraph to continue this relocation process.

• **Generate Reports.**

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Relocation Report Selection

☐ **Matched Removed and Stow Records**

☐ **Removed Items Not Stowed**

☐ **Stowed Items Not Removed**

☐ **Quantity Discrepancies**

☐ **Completed Records**

☐ **Material Not Found Report**

☐ **All Reports**

Print   Cancel   **?** Help

Print to :
◉ Printer
○ Screen

Ins   Num   4:45:07 pm

LACRC17_05

Figure 9

, **General.** This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Select the Schedule Option from the Relocation Menu Screen.

✦ Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦ Step 3. Ensure the In Process Option appears in a selected mode.

♦ Step 4. Type in the file name of the relocation process for which you wish to print reports or simply select it from the list on the screen.

♦ Step 5. Next, select the OK Option to continue this relocation process.

♦ Step 6. Select the Reports Option from the Relocation Menu Screen.

♦ Step 7. Select the reports you require from those that appear on the screen.

♦ Step 8. Select whether you wish to send report data to the printer or to the screen for viewing only.

♦ Step 9. Select the Print Option to continue this process.

♦ Step 10. Proceed to the next paragraph to continue this relocation process after the reports finish printing.

• **Research and Correct Reports.** Once the system generates reports, you need to research records and identify those that are erroneous. Proceed to the next paragraph to continue this relocation process.

•   **Edit Output Data.**

Figure 10

,   **General.** This function allows you to edit records that have file discrepancies. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process.

,   **Processing.** The procedures for this process are as follows:

✦   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

✦   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

◆ Step 3. Enter your user ID on the IBS Main Menu Screen.

◆ Step 4. Enter the password you selected for this process.

◆ Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

◆ Step 6. Select the Schedule Option from the Relocation Menu Screen.

◆ Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

◆ Step 8. Select the file name of the relocation process for which you wish to correct data.

◆ Step 9. Select the OK Option to continue this relocation process.

◆ Step 10. Select the Schedule Option from the Relocation Menu Screen.

◆ Step 11. Select the Reconciliation Option on the Schedule Submenu.

◆ Step 12. Select whether you wish to view records in a NIIN-and-then-location sequence or in a location- and-then-NIIN sequence.

◆ Step 13. Use the First, Previous, Next, or Last Option to access the record you wish to edit.

◆ Step 14. Correct the data as necessary by typing over it or select the Delete Option to remove the record from the file.

◆ Step 15. Select the Update Option to save the changes.

♦ Step 16. Select the Done Option when you finish editing records to exit from this process.

♦ Step 17. Proceed to the next paragraph to continue this relocation process.

• **Transfer Adjustment Data to the Host.**

Figure 11

, **General.** This function allows you to transfer data to the Host for batch processing once you rectify all discrepancies.

, **Processing.** The procedures for this process are as follows:

Figure 12

✦ Step 1. Select the Schedule Option from the Relocation Menu Screen.

✦ Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦ Step 3. Select the file name of the relocation process for which you wish to transfer data.

✦ Step 4. Select the OK Option to continue this relocation process.

✦ Step 5. Select the Host Option on the Schedule Submenu.

✦ Step 6. Select the Transfer to Host Option from the Host Submenu. Ensure you forward the name of the file you transfer to the SUADPS-RT FAS for batch processing.

✦   Step 7. Select the Transfer Option to continue. Once the transfer process is complete, the system returns to the Relocation Menu Screen. This concludes the relocation process.

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A. INTRODUCTION

- **General.** The Relocation (RELOC) Data Processing Module of the IBS Program assembles and validates national stock number (NSN) and location information for items you moved from one storage location to another. It then combines that information with the quantity and other data for each item and allows you to export it to SUADPS-RT. In addition, you can use this process and the reports it generates to identify items not stowed, quantity discrepancies, and material not found. The timing of this process is essential to ensuring the location validity of an inventory. A well-managed relocation program accomplishes the following:

  - Improves inventory accuracy and supply efficiency,
  - Ensures maximum utilization of available storage space,
  - Reduces the efforts required to conduct an inventory.

- **Types of Relocation Processes.** There are two types of relocation processes available:

  - **Mass-move.** Use this option only if there is a large amount of material that requires moving and relocating.

  - **Item-by-Item.** Storage personnel use this option to move material from one location and then place it in another during routine storeroom operations.

- **Procedures.** The schedule of events for a relocation process is as follows:

  - Schedule a relocation process for a particular storage area,
  - Select the parameters for input to the PC,
  - Conduct the relocation process,
  - Transfer scanner data to the PC,
  - Process a NIIN match,
  - Transfer BMF data to the PC,
  - Update process,
  - Produce discrepancy reports and correct as necessary,
  - Transfer adjustment data to the Host.

• **Report Generation.** The IBS Program only allows you to produce cumulative reports for the relocation process. These reports contain all records that reside on relocation files. The following reports are available as a result of this process:

, Matched Removed and Stow Records,
, Removed Items Not Stowed,
, Stowed Items Not Removed,
, Quantity Discrepancies,
, Completed Records,
, Material Not Found Report.

B. PRESENTATION

• **Program Scanners for Processing.**

, **General.** This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process.

, **Item-by-item Processing.** The procedures for this process are as follows:

✦ Step 1. Select the Relocation Option from the Main Menu Screen on the scanner by pressing numeric key 5.

✦ Step 2. Next, enter the 6- to 10-digit name of this relocation process and press the ENTER key.

✦ Step 3. Select the Item-by-item Option by pressing numeric key 2.

✦ Step 4. Press alphabetic key N in response to the prompt "Quantity entry required?"

✦ Step 5. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.

✦ Step 6. Proceed to the next paragraph to continue this relocation process.
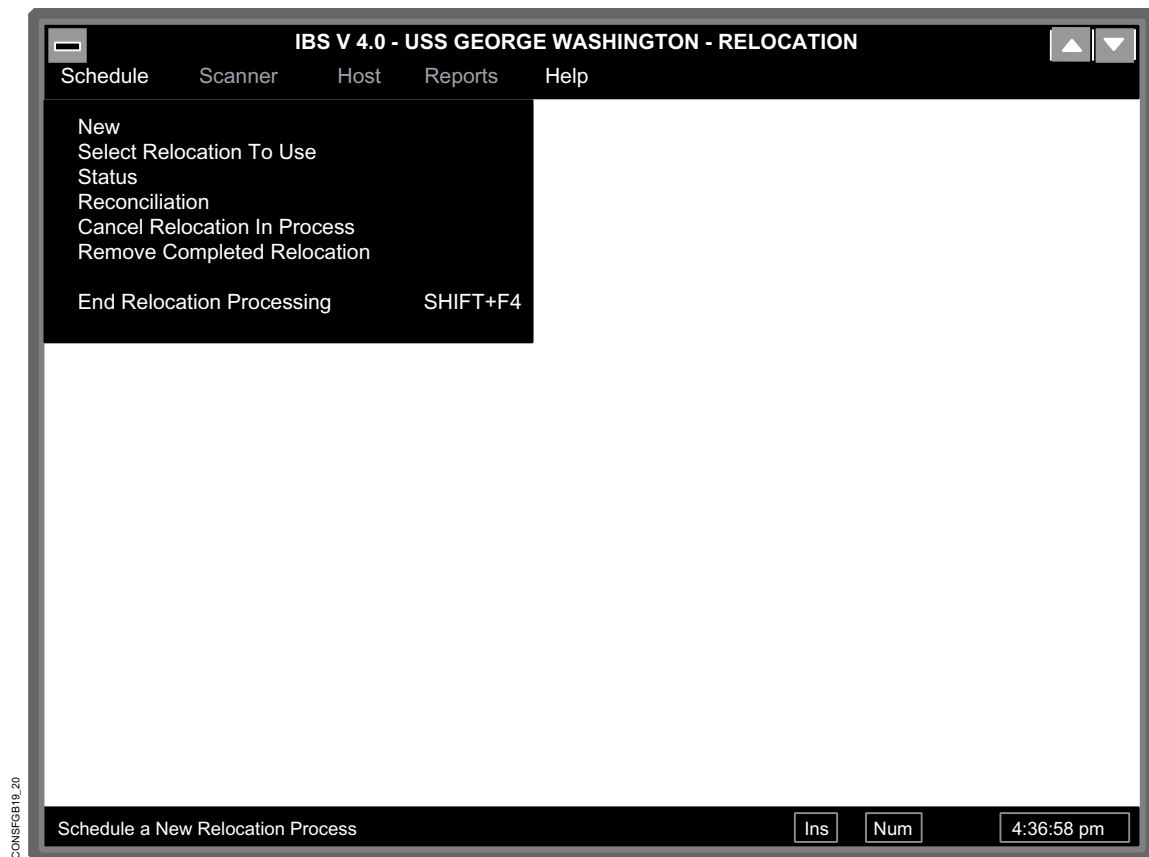
•	**Schedule the Process.**

```
┌─────────────────────────────────────────────────────────────────────┐
│  ■          IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION      ▲ ▼   │
│  Schedule    Scanner     Host     Reports    Help                     │
│ ┌────────────────────────────────────┐                               │
│ │ New                                │                               │
│ │ Select Relocation To Use           │                               │
│ │ Status                             │                               │
│ │ Reconciliation                     │                               │
│ │ Cancel Relocation In Process       │                               │
│ │ Remove Completed Relocation        │                               │
│ │                                    │                               │
│ │ End Relocation Processing  SHIFT+F4│                               │
│ └────────────────────────────────────┘                               │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│  Schedule a New Relocation Process        │Ins│ │Num│   4:36:58 pm   │
└─────────────────────────────────────────────────────────────────────┘
```

CONSFGB19_20

Figure 1

,	**General.** This function allows you to schedule a relocation
process on the PC. If you do not schedule a relocation process
on the PC, the system will automatically schedule it upon
transfer of relocation data from a scanner.

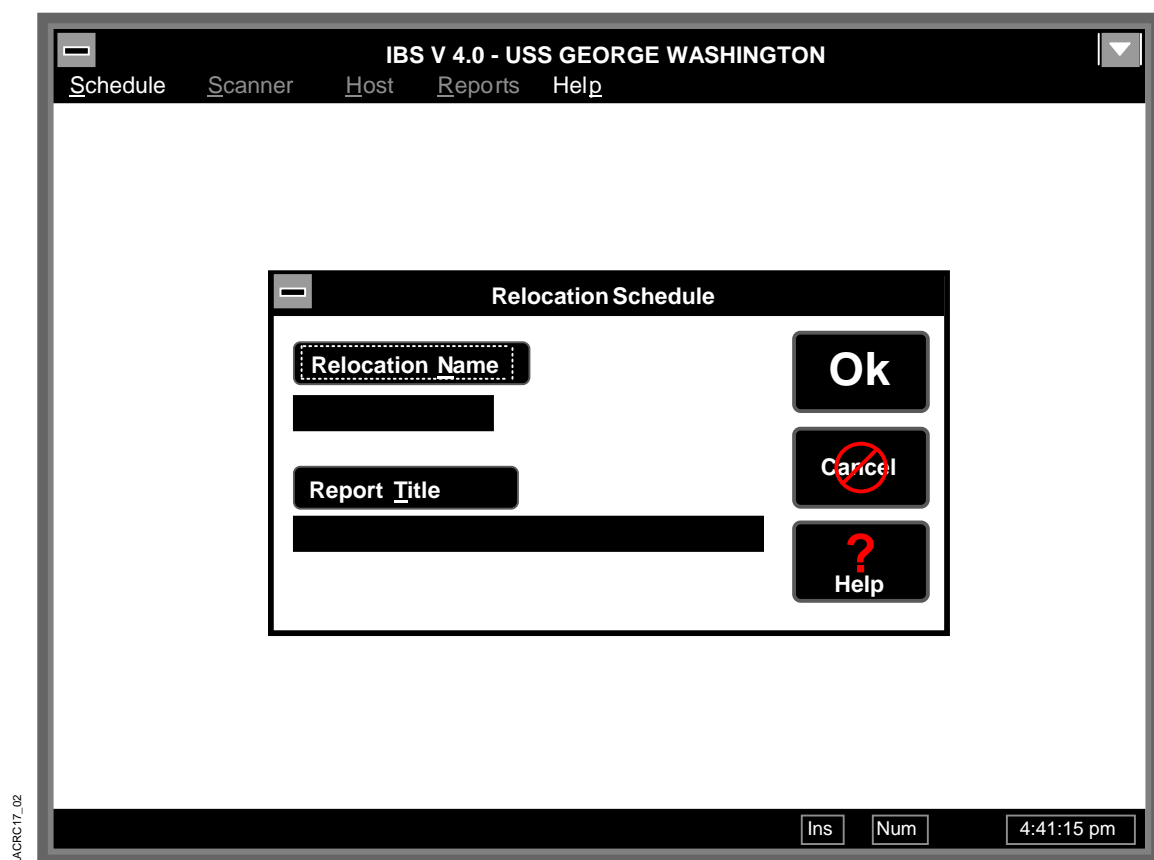,	**Processing.** The procedures for this process are as follows:

Figure 2

✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

✦ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

✦ Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.

✦ Step 4. Enter the password you selected for this process.

✦ Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.
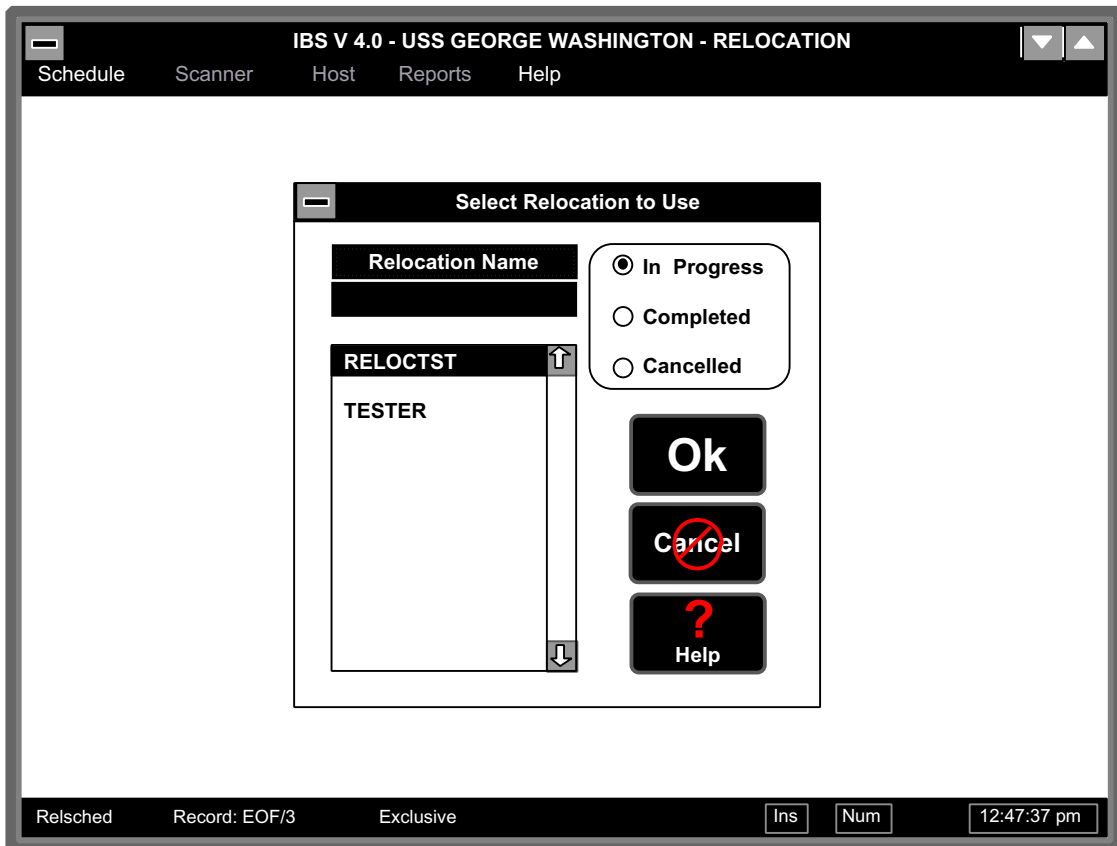
✦ Step 6. Select the Schedule Option from the Relocation

Menu Screen.

♦ Step 7. Select the New Option from the Schedule Submenu.

♦ Step 8. Enter a name for the relocation process you wish to schedule.

♦ Step 9. Enter a title for the reports the system will generate for this relocation process.

♦ Step 10. Review the data you entered and then select the OK Option to complete this process.

♦ Step 11. Proceed to the next paragraph to continue the relocation process.

• **Issue Scanners to Team Personnel.** Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

, Scanner damage,
, Battery failure,
, Key entry problems.

Proceed to the next paragraph to continue this relocation process.

• **Transfer Data From a Scanner to the PC.**

Figure 3

Figure 4

,   **General.** This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit.

,   **Processing.** The procedures for this process are as follows:

✦   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Transfer From Scanner
Discrepancies To Scanner
Scanner Maintenance

Transfer Location and NIIN Data From Scanners   Ins   Num   4:43:47 pm

✦   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

✦   Step 3. Enter your user ID on the IBS Main Menu Screen.

✦   Step 4. Enter the password you selected for this process.

✦   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

✦   Step 6. Select the Schedule Option from the Relocation Menu Screen.

✦   Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦   Step 8. Select the file name of the relocation process for which you wish to transfer data from the scanner to the

PC.

♦ Step 9. Select the OK Option to continue processing.

♦ Step 10. Select the Scanner Option from the Relocation Menu Screen.

♦ Step 11. Select the Transfer From Scanner Option on the Scanner Submenu.

♦ Step 12. Ensure you connect the scanner download cable securely to both the PC and the scanner.

♦ Step 13. Press numeric key 6 on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

♦ Step 14. Proceed to the next paragraph to continue this relocation process.

• **Print the Download Report.**

Figure 5

General. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update.

Processing. The procedures for this process are as follows:

✦ Step 1. Select the Schedule Option from the Relocation Menu Screen.

Figure 6

IBS V 4.0 - USS GEORGE WASHINGTON - RELOCATION - TRHTRYTRYT

Schedule   Scanner   Host   Reports   Help

Scanner Maintenance

SCANNER   USER   RECORD   LOCATION   SCANNER

Scanner Download Report

Selected Relocation Name   TRHTRYTRYT

User Identification

Scanner Number   ALL

Print

Cancel

? Help

Print Report in
- NIIN then Location
- LOCATION then NIIN

Send Report to
- Report to Screen
- Report to Print

Ins   Num   4:42:41 pm

LACRC16_03b

♦ Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

♦ Step 3. Select the file name of the relocation process for which you wish to generate data-transfer reports.

♦ Step 4. Select the OK Option to continue this relocation process. The system begins to gather data for the Download Report.

♦ Step 5. Select the Scanner Option from the Relocation Menu Screen.

♦ Step 6. Select the Scanner Maintenance Option on the Scanner Submenu.

♦ Step 7. Select the All Scanners Option or the Selected

Scanner Option.

✦ Step 8. Select the Print Option from the Scanner Maintenance Screen.

✦ Step 9. Enter your user ID and then the number of the scanner if you selected only one.

✦ Step 10. Select whether you wish the report in a NIIN-and-then-location sequence or in a location-and-then-NIIN sequence.

✦ Step 11. Select whether you wish to send the data for the report to the printer or to the screen for viewing only.

✦ Step 12. Select the Print Option once more to continue this process.

✦ Step 13. Proceed to the next paragraph to continue this relocation process after the printing process is complete.

• **Conduct a QA Check.**

, **General.** This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Review data transfer reports for the following:

✧ Duplicate records,
✧ Erroneous records and incorrect locations.

✦ Step 2. Research all the discrepancies you identified in the previous step.

✦ Step 3. Use the data transfer reports to randomly select records for the QA process.

✦ Step 4. Have someone, other than the personnel that originally conducted the relocation process, verify that the records selected for the QA check are correct.

✦ Step 5. Reject the data if the validity of records you checked for a particular scanner is less than TYCOM standards require.

✦ Step 6. Conduct another audit for the same range of locations as the scanner whose data you rejected.

✦ Step 7. Edit and accept the records in the Scanner Maintenance File as necessary if the validity of scanner data is unacceptable.

✦ Step 8. Proceed to the next paragraph to continue this relocation process.

• **Edit Scanner Data.**

Figure 7
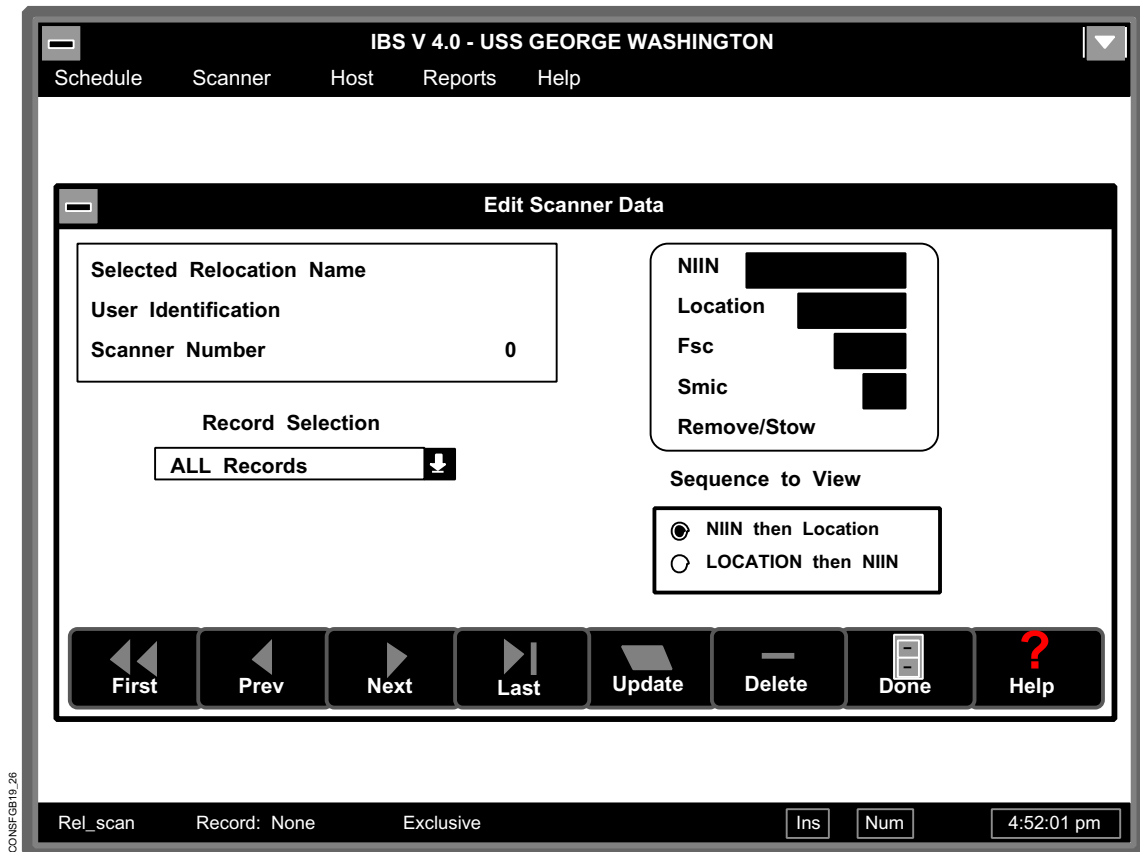
Figure 8

, **General.** This function allows you to correct erroneous data that personnel conducting the relocation noted but were unable to correct on the scanner. Only you or the leader of the relocation team should make these corrections.

, **Processing.** The procedures for this process are as follows:

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Edit Scanner Data

Selected Relocation Name
User Identification
Scanner Number   0

NIIN
Location
Fsc
Smic
Remove/Stow

Record Selection

ALL Records
ALL Records
Record by NIIN
Record by LOCATION

Sequence to View

● NIIN then Location
○ LOCATION then NIIN

First   Prev   Next   Last   Update   Delete   Done   Help

Rel_scan   Record: None   Exclusive   Ins   Num   4:52:52 pm

♦   Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

♦   Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

♦   Step 3. Enter your user ID on the IBS Main Menu Screen.

♦   Step 4. Enter the password you selected for this process.

♦   Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

♦   Step 6. Select the Schedule Option from the Relocation Menu Screen.

♦   Step 7. Choose the Select Relocation to Use Option from

the Schedule Submenu.

✦   Step 8. Select the file name of the relocation process for which you wish to correct data.

✦   Step 9. Select the OK Option to continue this relocation process.

✦   Step 10. Select the Scanner Option from the Relocation Menu Screen.

✦   Step 11. Select the Scanner Maintenance Option on the Scanner Submenu.

✦   Step 12. Select the All Scanners Option or the Selected Scanner Option.

✦   Step 13. Select the Edit Option from the Scanner Maintenance Screen.

✦   Step 14. Enter your user ID and then the number of the scanner if you selected only one.

✦   Step 15. To access the record you wish to edit, proceed as follows;

   ✧   If you previously selected the All Scanners Option, accomplish the following;

      ▲   Select whether you wish to view records in a NIIN-and-then-location sequence or in a location- and-then-NIIN sequence.

      ▲   Use the First, Previous, Next, or Last Option, as necessary, to access the record you wish to edit.

   ✧   If you did not select the All Scanners

      ▲   Use the mouse to select the down arrow next

to the Record Selection Data Block to view the options available.

▲   Select either the NIIN or Location Option.

▲   Enter the NIIN or location you wish to access and select the Search Option.

✦   Step 16. Correct the data as necessary by typing over it or select the Delete Option to remove the record from the file.

✦   Step 17. Select the Update Option to save the changes.

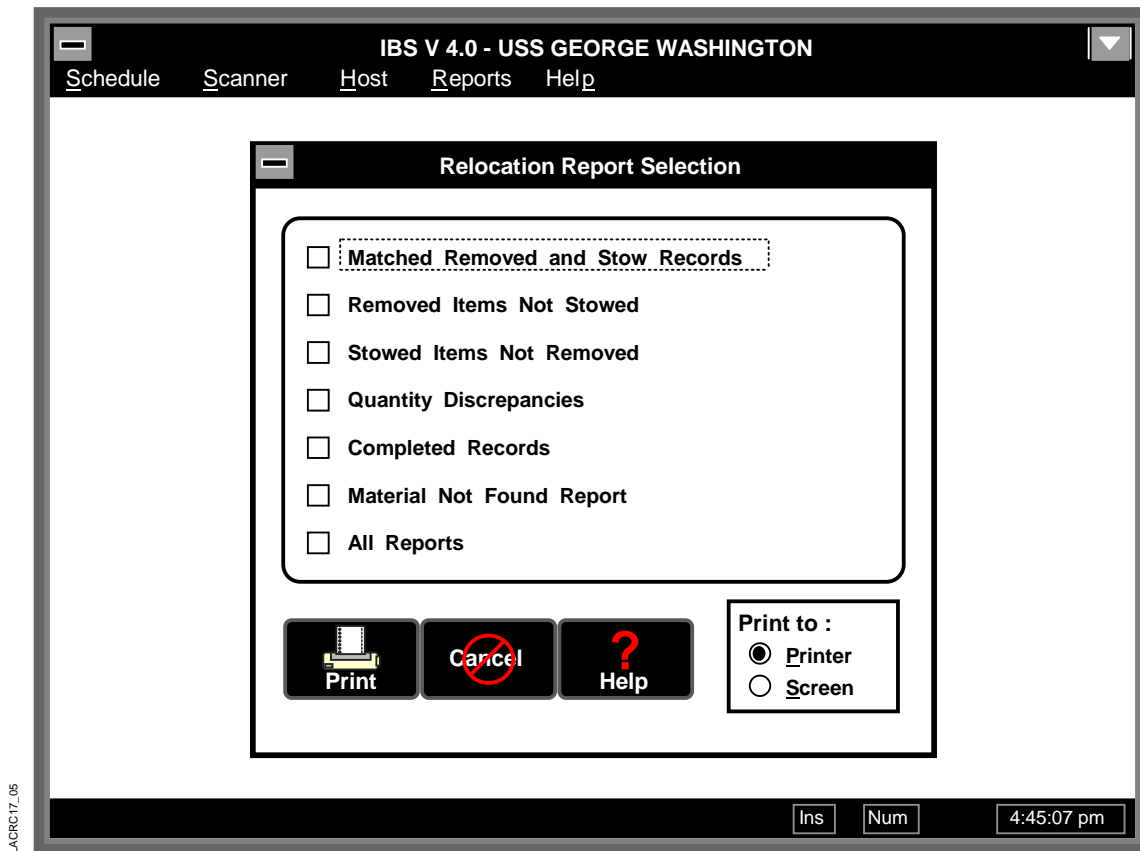✦   Step 18. Select the Done Option when you finish editing records to exit from this process.

✦   Step 19. Select the Cancel Option to exit from the Scanner Maintenance Menu Screen.

✦   Step 20. Proceed to the next paragraph to continue this relocation process.

•   **Generate Reports.**

Figure 9

, **General.** This function allows you to select to print these

Relocation Report Selection screen — IBS V 4.0 - USS GEORGE WASHINGTON. Menu: Schedule, Scanner, Host, Reports, Help. Checkbox options: Matched Removed and Stow Records, Removed Items Not Stowed, Stowed Items Not Removed, Quantity Discrepancies, Completed Records, Material Not Found Report, All Reports. Buttons: Print, Cancel, Help. Print to: Printer, Screen. Status bar: Ins, Num, 4:45:07 pm. LACRC17_05

reports at any point after you transfer data from the scanner and accept it.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Select the Schedule Option from the Relocation Menu Screen.

✦ Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

✦ Step 3. Ensure the In Process Option appears in a selected mode.

✦ Step 4. Type in the file name of the relocation process for which you wish to print reports or simply select it from the list on the screen.

✦   Step 5. Next, select the OK Option to continue this relocation process.

✦   Step 6. Select the Reports Option from the Relocation Menu Screen.

✦   Step 7. Select the reports you require from those that appear on the screen.

✦   Step 8. Select whether you wish to send report data to the printer or to the screen for viewing only.

✦   Step 9. Select the Print Option to continue this process.

✦   Step 10. Proceed to the next paragraph to continue this relocation process after the reports finish printing.

•   **Research and Correct Reports.** Once the system generates reports, you need to research records and identify those that are erroneous. Proceed to the next paragraph to continue this relocation process.

•   **Edit Output Data.**

Figure 10

, **General.** This function allows you to edit records that have file

discrepancies.The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process.

, **Processing.** The procedures for this process are as follows:

✦ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

✦ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

✦ Step 3. Enter your user ID on the IBS Main Menu Screen.

✦ Step 4. Enter the password you selected for this process.

◆ Step 5. Then, select the Relocation Option also on the IBS Main Menu Screen.

◆ Step 6. Select the Schedule Option from the Relocation Menu Screen.

◆ Step 7. Choose the Select Relocation to Use Option from the Schedule Submenu.

◆ Step 8. Select the file name of the relocation process for which you wish to correct data.

◆ Step 9. Select the OK Option to continue this relocation process.

◆ Step 10. Select the Schedule Option from the Relocation Menu Screen.

◆ Step 11. Select the Reconciliation Option on the Schedule Submenu.

◆ Step 12. Select whether you wish to view records in a NIIN-and-then-location sequence or in a location- and-then-NIIN sequence.

◆ Step 13. Use the First, Previous, Next, or Last Option to access the record you wish to edit.

◆ Step 14. Correct the data as necessary by typing over it or select the Delete Option to remove the record from the file.

◆ Step 15. Select the Update Option to save the changes.

◆ Step 16. Select the Done Option when you finish editing records to exit from this process.

◆ Step 17. Proceed to the next paragraph to continue this relocation process.

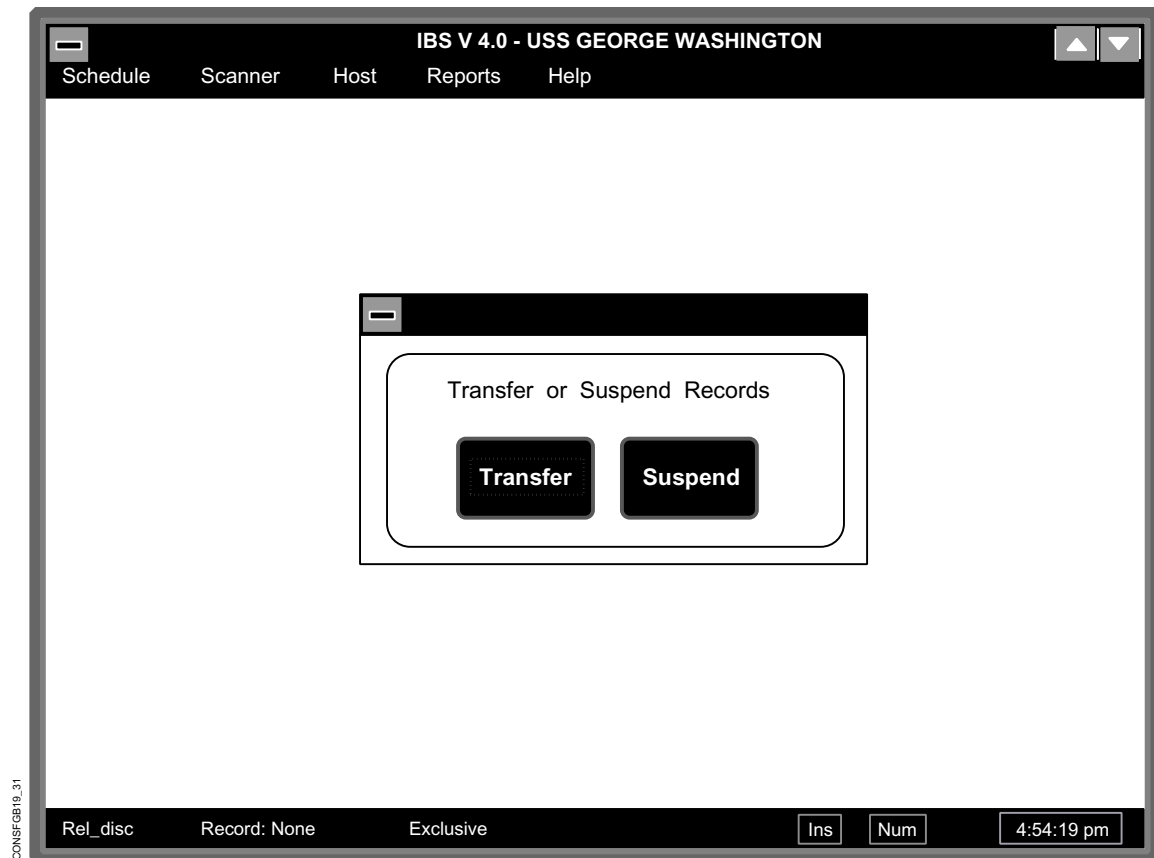•   **Transfer Adjustment Data to the Host.**

Figure 11

,   **General.** This function allows you to transfer data to the Host
for batch processing once you rectify all discrepancies.

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Transfer To Host

Transfer Data to the DPS6 from the PC   Ins   Num   4:44:23 pm

CONSFGB19_30

,   **Processing.** The procedures for this process are as follows:

Figure 12

✦   Step 1. Select the Schedule Option from the Relocation
Menu Screen.

IBS V 4.0 - USS GEORGE WASHINGTON

Schedule   Scanner   Host   Reports   Help

Transfer or Suspend Records

Transfer   **Suspend**

CONSFGB19_31

Rel_disc   Record: None   Exclusive   Ins   Num   4:54:19 pm

♦   Step 2. Choose the Select Relocation to Use Option from the Schedule Submenu.

♦   Step 3. Select the file name of the relocation process for which you wish to transfer data.

♦   Step 4. Select the OK Option to continue this relocation process.

♦   Step 5. Select the Host Option on the Schedule Submenu.

♦   Step 6. Select the Transfer to Host Option from the Host Submenu. Ensure you forward the name of the file you transfer to the SUADPS-RT FAS for batch processing.

♦   Step 7. Select the Transfer Option to continue. Once the transfer process is complete, the system returns to the Relocation Screen. This concludes the relocation process.